

ARIZONA DEPARTMENT OF CORRECTIONS COMMUNITY CORRECTIONS BUREAU TECHNICAL MANUAL 1003-TM-CC	CHAPTER: 1000	OPR:
	RELEASES/COMMUNITY SUPERVISION	COMMUNITY CORRECTIONS BUREAU
	DEPARTMENT ORDER: 1003 COMMUNITY CORRECTIONS	SUPERSEDES: July 9, 2003 September 22, 2005 April 1, 2009 October 29, 2009 November 11, 2011
		EFFECTIVE DATE: April 11, 2013 REVISIONS: September 23, 2013

TABLE OF CONTENTS

1003.1 COMMUNITY CORRECTIONS RELEASE PROCEDURES.....	5
COMMUNITY INVESTIGATIONS	5
RELEASE UNIT PROCEDURES.....	7
1003.2 HOME ARREST RELEASE PROCESS.....	9
1003.3 RELEASE TO DETAINER.....	10
1003.4 DISCLOSURE OF INFORMATION	11
1003.5 INITIAL INTAKE INTERVIEW	14
GLOBAL POSITIONING SYSTEM/ELECTRONIC MONITORING (GPS/EM)	15
INTERSTATE COMPACT INTAKE PROCESS	16
ARIZONA SEX OFFENDERS INTAKE INFORMATION.....	16
PRE-RELEASE INVESTIGATION UNIT	16
1003.6 CONDITIONS OF SUPERVISION.....	19
1003.7 MODIFICATION OF CONDITIONS OF SUPERVISION	21
1003.8 OFFENDER MANAGEMENT SYSTEM.....	22
1003.9 CASE SUPERVISION RISK ASSESSMENT TOOLS/LEVELS	25
1003.10 CASE SUPERVISION	27
CONTACT FREQUENCY AND METHOD	27
CONTACT REQUIREMENTS	28
OFFENDER REPORTING.....	28
SIGNIFICANT INCIDENT REPORTS/CASE SYNOPSIS	28
1003.11 SEX OFFENDERS/STATUTORY GPS – ARIZONA AND ISC OFFENDERS	30
COMMUNITY PLACEMENT INVESTIGATIONS	30
CONDITIONS OF SUPERVISION- SEX OFFENDERS.....	31
SEX OFFENDER REGISTRATION/NOTIFICATION, TREATMENT, EMPLOYMENT	32
RETURN TO CUSTODY	33
GLOBAL POSITIONING SYSTEM/ELECTRONIC MONITORING	33
1003.12 SEX OFFENDER COORDINATION UNIT/STATUTORY ASSESSMENTS.....	34

SEX OFFENDER REGISTRATION/COMMUNITY NOTIFICATION/SEXUALLY VIOLENT PERSONS REVIEW (SVP).....	34
1003.13 HOME ARREST - AUTHORIZED MOVEMENT OUT OF RESIDENCE.....	35
1003.14 INTERSTATE COMPACT - INCOMING	36
1003.15 INTERSTATE COMPACT – OUT OF STATE TRANSFER.....	38
1003.16 TRAVEL PERMITS	40
1003.17 IN-STATE CASE TRANSFERS	42
1003.18 REVERSION OF OFFENDERS	44
1003.19 RESTITUTION AND OTHER COURT ORDERED PAYMENTS	46
1003.20 COMMUNITY CORRECTIONS FEES-	47
1003.21 SUBSTANCE ABUSE TESTING.....	51
1003.22 OFFENDER PROGRAMMING.....	53
EMPLOYMENT	53
BEHAVIORAL HEALTH SERVICES – (MENTAL HEALTH, ANGER MANAGEMENT, SEX OFFENDER)	53
SUBSTANCE ABUSE PROGRAMMING: SUBSTANCE ABUSE TREATMENT/12-STEP PROGRAMS/RATIONAL RECOVERY PROGRAM	54
LEGISLATIVE PROGRAMS/GRANT PROGRAMS/ADC PROGRAMS: (SEE DEFINITIONS PAGE FOR PROGRAM DESCRIPTIONS)	55
COMMUNITY CORRECTIONS CENTERS (CCC): (SEE DEFINITIONS PAGE FOR PROGRAM OVERVIEW).....	55
1003.23 FIELD SUPERVISION - SEARCH AND SEIZURE	56
1003.24 VIOLATIONS OF CONDITIONS OF SUPERVISION INTERVENTIONS/SANCTIONS	61
1003.25 ARREST OF OFFENDER: USE OF PHYSICAL FORCE AND TRANSPORTATION.....	63
1003.26 DUE PROCESS HEARINGS: HOME ARREST, WORK FURLOUGH, PAROLE, ADMINISTRATIVE RELEASE, INTERSTATE COMPACT.....	65
1003.27 VIOLATION OF CONDITIONS OF SUPERVISION, WARRANT PREPARATION AND PROCESS: PAROLE, WORK FURLOUGH, HOME ARREST, ADMINISTRATIVE RELEASE, INTERSTATE COMPACT.....	68
WARRANT PREPARATION	69
ABSCONDER WARRANTS	70
CANCELING AND QUASHING WARRANTS	71
WARRANT SERVICE	71
WARRANT SERVICES/HEARINGS UNIT (WSHU) PROCESSING.....	72
INTERSTATE COMPACT WARRANTS	72
AMENDING WARRANTS.....	73
TRACKING OFFENDERS THROUGH THE REVOCATION/CONFINEMENT PROCESS.....	73
1003.28 PLACEMENT AND REMOVAL OF DEPARTMENT JAIL HOLDS; ACIC/NCIC ENTRIES	75
DEPARTMENT JAIL HOLDS	75
ACIC/NCIC	75
1003.29 COOPERATION WITH LAW ENFORCEMENT/USE OF INFORMANTS.....	77
1003.30 FILES OF SUPERVISED OFFENDERS - ARIZONA CASES	78
CASE TERMINATIONS: COMPLETION OF SUPERVISION AND REVOCATIONS	78
CASE SUSPENSIONS: ABSCONDERS	79
CASE TERMINATION: DEATH OF OFFENDER – ACTIVE SUPERVISION AND ABSCONDERS	79
1003.31 FILES OF SUPERVISED OFFENDERS - INTERSTATE COMPACT CASES	80

1003.32 ABSOLUTE DISCHARGE.....	82
1003.33 USE OF TELEPHONES	83
1003.34 OFFICE SUPPLIES FORMS/EQUIPMENT INVENTORY	84
OFFICE SUPPLIES, FORMS AND EQUIPMENT.....	84
INVENTORY.....	84
NOTEBOOK/LAPTOP COMPUTERS/AIR CARDS	84
1003.35 FIRE SAFETY	85
1003.36 VEHICLES/VEHICLE MAINTENANCE.....	86
1003.37 WORK SCHEDULE/OFFICE COVERAGE/SECURITY/PROFESSIONALISM AND DRESS	88
PROFESSIONALISM AND DRESS.....	89
1003.38 REVIEW/AUDIT.....	91
PRE-RELEASE PACKET REVIEW	91
INITIAL INTAKE REVIEW AUDIT.....	91
COMMUNITY CORRECTIONS SUPERVISOR REVIEW	91
COMMUNITY CORRECTIONS MANAGER AUDITS.....	91
COMMUNITY CORRECTIONS OFFICE OPERATIONS AUDIT	91
COMMUNITY CORRECTIONS SUPPORT UNITS AUDIT	92
1003.39 REVIEW OF WRITTEN INSTRUCTIONS.....	93
1003.40 WEAPONS AND USE OF FORCE	94
CEW TASER	96
1003.41 BUS PASSES.....	100
1003.42 STATISTICS.....	101
1003.43 VICTIM NOTIFICATION/VICTIM CONTACT REQUIREMENTS	103
1003.44 EMPLOYEE TRAINING	104
ACRONYMS AND ABBREVIATIONS	107
ATTACHMENTS	108
FORMS LIST:.....	109

I hereby authorize the immediate implementation of this Arizona Department of Corrections, Community Corrections Technical Manual, TM 1003. This Technical Manual supersedes all previous versions and is authorized as the official procedure manual for Community Corrections staff.

Signature page on file with Community Corrections.

Paul O'Connell, Operations Director
Community Corrections Bureau

Date

Robert Patton, Division Director
Offender Operations

Date

PURPOSE:

The duties of the Community Corrections Bureau (CCB), of the Arizona Department of Corrections (ADC) are: to protect the public through community-based supervision of offenders upon release from an institution and/or of offenders accepted under the Interstate Compact (ISC) until expiration of their term of supervision; to assist offenders in successfully transitioning into the community; and to provide needed administrative support for those functions to meet statutory mandates.

The purpose of this technical manual is to provide guidance to Community Corrections Bureau staff in the performance of their duties through evidence based practices and established written procedures.

PROCEDURES:**1003.1 COMMUNITY CORRECTIONS RELEASE PROCEDURES**Community Investigations

- 1.0 The CCS or designee shall ensure that all pre-release investigations are reviewed and assigned to the appropriate CCO within five working days of receipt. All investigations shall be annotated in the Release Management System (RMS) and entered into the *Pre-Release Investigation Assignment Log (Attachment A)*. All investigations shall be monitored to ensure completion by the due date.
 - 1.1. The CCS shall ensure that pre-release investigations are completed in compliance with due dates (generated within the RMS) as follows:
 - 1.1.1. Metropolitan offices may be assigned 15 working days for completion. Extensions may be granted if applicable.
 - 1.1.2. Regional offices may be assigned 30 working days for completion. Extensions may be granted if applicable.
 - 1.2. Expedited completion due dates shall be assigned in cases where the CSBD is less than the designated allowable time frames from receipt of the Pre-Release Investigation.
- 2.0 The CCS shall make reasonable effort to ensure parity in the number of offenders assigned to each caseload.
- 3.0 The CCS shall ensure that a process for tracking the effective release date of each offender is maintained. The tracking system shall be based on the effective release date indicated on the Pre-Release Authorization.
- 4.0 Upon receipt of the pre-release packet prepared by an institution, per Department Order #1001, or submitted by the sending state, under the terms of the ISC for Probationers and Parolees, the CCO shall review the pre-release packet audit, if applicable, and shall read the pre-release packet. The CCO may order and obtain the law enforcement agency reports as appropriate.
- 5.0 With the exception as indicated in 6.0 if a pre-release packet lists a proposed residence, the CCO shall complete a community investigation. The CCO shall conduct a personal face-to-face interview with the sponsor. If the sponsor is not available, a letter may be left at the residence requesting one of the following options: The visit may be rescheduled at the proposed residence, the visit may be conducted at the Community Corrections office, or the information may be gathered by telephone. Consent to Placement form must be signed by the proposed sponsor. Information shall be obtained for the purpose of evaluating whether the proposed placement is in the best interest of the community and the offender. The CCO may discuss the Conditions of Supervision, Form 1002-3P or Conditions of Home Arrest Form 1003-15P responsibilities, expectations, and directives with the sponsor. Information may be disclosed per section 1003.4.
- 6.0 The CCO may conduct the interview with the proposed sponsor by telephone, if the CCO has had personal face-to-face contact with the same sponsor at the designated residence within 12 months preceding receipt of the packet. Proposed placements at apartment complexes, private sector group homes or halfway houses, may also be verified by telephone contact with the appropriate personnel, if the CCO has made an on-site visit within the preceding 12 months.
 - 6.1. The CCO may contact the sponsor by means of the mail or telephone only when a personal contact is not possible, due to an extremely remote geographical area, unfavorable weather conditions or limited timeframes for approval of placement and upon approval by the CCS. A home visit will still be required within 15 calendar days after offender's release from custody.
 - 6.2. If the sponsor is contacted by phone, mail or facsimile, the CCO shall mail the Consent to Placement Form 1003-3PF, to the sponsors, or Program Director or landlords, when applicable for signature, and return to the CCO.

- 6.3. The CCO does not have to complete a face-to-face interview with the sponsor for pre-home investigations in which the sponsor indicates, via telephone conversation with the CCO, that the sponsor is unwilling to provide a residence for the offender or if the CCO is able to determine prior to the home visit that the placement is inappropriate.
- 7.0 If the CCO is unable to contact the sponsor, the CCO shall send a *Letter To Proposed Sponsor* to schedule an appointment (*Attachment B*), and may use the interview questions on the Community Placement Investigation Interview Form 1003-4P, as a guideline for completion of a community placement investigation.
- 8.0 The CCO shall consider the following factors when completing any community placement investigation:
- 8.1. A residence exists at the address listed on the pre-release information sheet.
 - 8.2. The occupant of the residence is the same party listed as the sponsor on the pre-release information sheet.
 - 8.3. The sponsor bears the relationship to the offender indicated on the pre-release information sheet.
 - 8.4. If the sponsor lives in a rental property, the CCO shall advise the sponsor that it is their responsibility to notify the property management authority of the offender's proposed residency. The CCO shall obtain a signed Consent to Placement from the proposed sponsor.
 - 8.5. The sponsor or residential Program Director or landlord when applicable, consents to placement by signing the Consent to Placement form.
 - 8.6. The privately operated residential program or halfway house meets local zoning requirements.
 - 8.7. A victim of an offense of violence, committed by the offender, does not reside in the proposed placement.
 - 8.8. The placement is in the best interest of the Department and the State of Arizona.
 - 8.9. Any resident in the proposed placement has not been a co-defendant.
 - 8.9.1. Exceptions may be staffed with CC Supervisor.
 - 8.10. **Statutory GPS/Electronic Monitoring-** placements for offenders requiring GPS/EM may be available in any geographic area to be determined by current Community Corrections practice and capability.
 - 8.10.1. Investigations in which GPS/EM is not available due to current practice and capability; the CCO shall complete a staff report indicating the inability to comply with the GPS/EM requirement
 - 8.10.2. For ISC investigations requesting GPS/EM, refer to section 1003.11.10.
 - 8.11. If one or more of the previous factors are not met, and the CCO believes that the placement is appropriate, or if unusual circumstances exist, the CCO shall conduct a staffing with the CCS/CCO SR about the proposed placement.
- 9.0 In addition to the criteria in 6.0, if the offender is under the age of 18 at the time of release, the CCO shall complete the Pre-Release Investigation Report and Release Authorization Form 1003-6P, only after obtaining the Consent for Placement signed by a parent or legal guardian.
- 10.0 Exceptions to placement criteria may be approved by the CCS/CCO SR after packet review. The CCO shall submit a Staff Report Form 1003-5PF, when recommending exception to criteria placement factors. The following factors shall be considered in approving exceptions to placement:
- 10.1. The length of time offender and sponsor resided together prior to incarceration.
 - 10.2. The offender's age at time of victimization and length of time since victimization.
 - 10.3. If the offender was arrested or convicted for the act of violence.
 - 10.4. The extent of injury inflicted and/or the use of a weapon.
 - 10.5. If the victim is residing in the proposed placement (adult and/or minor victim) the CCO shall forward a Staff Report to

the CCS. A CCA or designee shall have the final approval for placement wherein a minor victim resides.

- 11.0 The CCO shall request a current ACIC/NCIC check on the offender through the designated ADC ACJIS contact if the CCO is unable to verify that an ACIC/NCIC check was completed by institutional staff at the time the pre-release packet was generated.
- 12.0 The CCO shall generate a Staff Report, when the investigation does not meet the criteria as outlined. The Staff Report shall document Issues of Concern indicating why the proposed placement does not meet criteria.
 - 12.1. If the primary or secondary proposed placements are deemed inappropriate, the CCO shall notify the appropriate Institutional Correctional Officer III/IV, by telephone or electronic communications to request an alternate placement.
 - 12.2. If at any time prior to the release eligibility date the offender proposes an alternate residence, the CCB Release Specialist shall forward the packet to the appropriate CC office for subsequent investigation.
- 13.0 For an Arizona offender, the CCO shall complete the Pre-Release Authorization for placement and shall submit this to the CCS/CCO SR by the due date for review and action (approval/denial).
 - 13.1. The CCO shall indicate the offender's institutional risk codes, sex offense classification code, DNA testing date, general (G) and propensity for violence (V) risk assessment, any applicable Senate Bills (SB 1053, 1291, 1371, etc.) on the Pre-Release Authorization.
 - 13.2. If the Pre-Release Authorization is for Home Arrest, the CCO shall indicate specific reporting instructions on the form.
 - 13.3. Prior to forwarding the Pre-Release Authorization to a CCM, the CCO and the CCS shall review AIMS DT06 to verify that DNA testing was completed per Department Order #1101. If DNA testing has not been completed, the CCS or designee shall contact the OIU or Facility Health Administrator wherein the offender is incarcerated to complete the DNA testing.
 - 13.4. If the offender's G/V risk assessment scores indicate that the offender will be supervised as Maximum or Intensive supervision level per section 1003.9, the CCO shall attach Conditions of Supervision Form 1002-3P to the Pre-Release Authorization. The OIU shall fax/scan the signed Conditions of Supervision to the assigned CCO no later than day of release, per DO #1002 (Inmate Release System) and related DI (Weekend/Holiday Releases).
 - 13.4.1. The CCO shall include Conditions of Supervision with the Pre-Release Authorization for all Registerable/Notifiable Sex Offenders, Validated STG offenders and maximum/intensive supervision offenders.
- 14.0 If an offender changes residence after release, the CCO shall complete an investigation of the new residence per the guidelines of this section. The CCO shall document the investigation within 15 calendar days of notification by updating:
 - 14.1. AIMS DP12
 - 14.2. OMS Facesheet
 - 14.3. OMS Chrono Notes

Release Unit Procedures

- 15.0 The Community Corrections Release Unit shall process offender releases in accordance with DO #1001 Inmate Release Procedures, DO #1002 Inmate Release System, related DI (Holiday/Weekend Releases) and DO #808.
- 16.0 For all Homeless Release programs, the Release Unit shall provide the OIU with the Pre-Release authorization and appropriate Conditions of Supervision to be signed by the inmate prior to release.
- 17.0 In the event an inmate's proposed placement(s) is denied and no alternative placement exists, the Release Unit shall designate the packet as Homeless and the CC Manager shall assign the Homeless packet(s) to the metro office that denied the first placement or metro office that is most appropriate for offender's re-entry.
- 18.0 In the event a previously approved release program is cancelled or changed prior to the inmate's release, the Release Unit shall promptly advise the appropriate OIU and Time Comp Units via email notification.
 - 18.1. In cases which cancellations/changes occur within 7 working days or less of an inmate's release date, the Release Unit shall immediately provide OIU notification via phone and forward email notification to OIU and Time Comp.

- 19.0 The Release Unit shall assign all Detainer Release programs to the WSHU Supervisor or designee for appropriate tracking/action. The Release Unit shall include Conditions of Supervision directing the offender to contact WSHU if released from the detainer prior to the expiration of their Community Supervision term. Additional special conditions shall be included if applicable (i.e.: Sex Offender Conditions, STG conditions, etc.).

1003.2 HOME ARREST RELEASE PROCESS

- 1.0 After receipt of the final verification of release eligibility from the Offender Services Bureau- Time Computation Unit, per Department Order #1001, the designated CCB staff shall forward the Pre-Release Authorization to the CCB Release Specialist for release scheduling.
 - 1.1 All inmates on Home Arrest shall be considered INMATE status per DO #1001, Inmate Release Procedures.
- 2.0 The Release Specialist shall send an electronic communication to the appropriate institution Offender Information Unit and the supervising CCO. The electronic communication shall be sent approximately 4 work days prior to the scheduled release, and shall include the following information:
 - 2.1 Release Authorization upon Time Computation verification.
 - 2.2 The scheduled date of release.
 - 2.3 The offender's reporting instructions to the supervising CCO.
- 3.0 The supervising CCO shall contact the proposed sponsor within 1 work day prior to a scheduled release to ensure the following:
 - 3.1 The sponsor is aware of the offender's responsibility to report.
- 4.0 The duty CCO shall provide Central Communications with information on alarms no later than 5 PM regarding alarms or issues with equipment. Information provided shall include offender name, residence address and phone number.

1003.3 RELEASE TO DETAINER

- 1.0 Upon receipt of a Detainer packet prepared by the institution, per Department Order #1001, the designated staff shall complete the Pre-Release Authorization and Conditions of Supervision and submit it to a CCB Administrator or designee for final approval. The Pre-Release Authorization and Conditions of Supervision shall include release information directing the offender to contact the WSHU if released from Detainer prior to expiration of sentence. Detainer packets for offenders that are NOT ELIGIBLE for deportation shall include release information directing the offender to contact a field office if released from Detainer prior to expiration of sentence.
- 2.0 CCB staff shall provide the releasing institution, Conditions of Supervision, directing the offender to report to the WSHU within one working day of release from the detainer.
- 3.0 Upon release, the WSHU or designated staff shall enter information in the National Crime Information Center (NCIC) to alert law enforcement agencies that the offender is on a supervised release following imprisonment in ADC (Convicted Persons include the following: Supervised Release).
 - 3.1 WSHU or designated staff shall clear the NCIC entry upon expiration of sentence.
- 4.0 Upon notification that an offender has been released from a Detainer, the WSHU shall give the following reporting instructions:
 - 4.1 Name and location of the Community Corrections Office.
 - 4.2 Name of the office supervisor.
 - 4.3 The date the offender is to report to the Community Corrections Office.
- 5.0 The WSHU shall notify the appropriate CCS and forward the packet and all relevant information to that supervisor.
- 6.0 If an offender reports directly to a Community Corrections Office after satisfying a Detainer and the WSHU has not received prior notification of the release, the CCS or CCO shall contact the WSHU to request that a packet be forwarded.
- 7.0 A CCO shall supervise any offender released after satisfying a Detainer for the remainder of the period of community supervision.
- 8.0 If an offender who was released to an Immigration and Naturalization Service (INS) Detainer is deported to their country of origin prior to their supervision end date, the assigned CCO shall verify the deportation with INS, document the deportation in their offender case file, make the appropriate AIMS entries and close out the file.
- 9.0 ICE DETAINERS- For all offenders that were originally released to an ICE Detainer and then report to Community Corrections upon discharge from ICE custody (AIMS DT03-detainer information):
 - 9.1 The CCO shall advise WSHU staff of the offender's arrival to Community Corrections during intake.
 - 9.2 WSHU shall complete immediate notification to the Offender Services Bureau- ICE Liaison in order to complete verification of the offender's Criminal Alien status and complete any required OMS entries.
 - 9.2.1 The Offender Services Bureau Liaison shall update the designated AIMS entries and coordinate issuance of the designated ADC Release ID card.

1003.4 DISCLOSURE OF INFORMATION

- 1.0 A CCO shall only disclose information considered to be public record per Department Order #901. The CCO SHALL NOT disclose juvenile adjudications or any adult/juvenile arrests not resulting in conviction.
 - 1.1 Information that SHALL be disclosed:
 - 1.1.1 Current Conviction
 - 1.1.2 Prior Violent Convictions against a person, per ARS 13-901.03
 - 1.1.2.1 'Violent Crime' means any crime involving the unlawful exertion of physical force with the intent to cause physical injury or physical harm to a person; or an offense in which a person has incurred direct or threatened physical or psychological harm as defined by the criminal code of the state in which the crime occurred; or the use of a deadly weapon in the commission of a crime; or any sex offense requiring registration.
 - 1.1.3 Any conviction that resulted in eminent threat or the infliction of substantial physical injury or death (example: Sex Assault/Rape, Murder, Stalking, Arson, etc.)
 - 1.1.4 Sex Offense Convictions (arrests NOT resulting in a conviction shall NOT be disclosed). Sex related offense convictions shall be disclosed if determined a third party liability exists.
 - 1.1.5 Advise that the details may be obtained through Public Record; which the sponsor, employer, etc. may request from the agency with arrest/conviction jurisdiction (ie: police department, court).
 - 1.2 Information that shall NOT be disclosed:
 - 1.2.1 Arrests that did NOT result in conviction.
 - 1.2.2 Non-violent offenses if that offense was more than ten (10) years from conviction
 - 1.2.3 Names, ages, addresses or other identifiable information of victims or witnesses.
 - 1.2.4 Medical and/or Mental Health diagnosis information without the offender's written authorization to disclose specific information to the designated party.
 - 1.2.4.1 ADC form 1106-5, Authorization to Release Information, shall be completed by staff and signed by the offender prior to any disclosure of information.
 - 1.2.4.2 A new form must be signed for each specific entity of authorized disclosure (i.e. Magellan, Desert Vista, St. Luke's Hospital, etc.).
 - 1.2.4.2.1 In a situation in which the offender is in crisis and unable to provide written authorization to disclose medical/mental health diagnosis information, staff may communicate symptoms displayed by the offender to healthcare professionals.
- 2.0 When conducting residence and employment verifications, the CCO shall be responsible in advising third parties when an offender may pose a particular danger to them if a special relationship exists, or a potential third party liability exists.
 - 2.1 A special relationship exists when a reasonable foreseeable risk is present that, based on the offender's known criminal background of current and past convictions, a prospect of harm threatens that specific third party (Examples of third party are as follows):
 - 2.1.1 An embezzler working in a bank
 - 2.2.2 A drug offender working in a pharmacy
 - 2.2 No special relationship exists if the potential victim is the community at large or specific victim(s) cannot be identified.

- 2.2.1 A shoplifter living in an apartment complex
- 2.2.2 A drug offender working in a restaurant
- 3.0 A potential third party liability exists when the third party has relied on the actions or advice of CCB staff. Examples of reliance are as follows.
 - 3.1 A job referral that implies it is appropriate work for the offender.
 - 3.2 Failure to respond to a request from the third party for specific, allowable information about the offender.
 - 3.3 The CCO's endorsement of the offender to the third party.
- 4.0 If the special relationship or potential third party liability is a result of a known prior conviction, CCB staff shall complete the following:
 - 4.1 Advise the third party of the offender's release status.
 - 4.2 Advise the third party to contact the Department of Public Safety for information regarding the offender's prior criminal record that pertains specifically to the property or affairs of the third party's business, e.g. an accounting firm's interest in a prior embezzlement offense, or a pharmacist's interest in a prior drug-related offense.
 - 4.3 State only the specific prior conviction(s) which relate to the third party's personal safety, potential liability for the safety of others, business clientele, employees or tenants, e.g. an apartment owner's knowledge of a prior sex offense.
- 5.0 If there is any doubt as to the existence of a special relationship or potential third party liability, the CCO shall advise the CCS who shall contact a CC Manager to resolve each matter on a case by case basis.
- 6.0 Whenever a special relationship or a potential third party liability exists, the CCO shall instruct the offender to notify the third party of the offender's criminal conviction(s) within 7 work days of this instruction. The CCO shall verify with the third party that notification has been made.
 - 6.1 The CCO shall document third party contacts in the OMS Chrono Notes.
 - 6.2 Bureau staff shall make every effort to avoid putting themselves in a position of third party liability.
- 7.0 Special Purpose File Information - In the course of their assigned duties, CCOs and other CCB staff shall not state that the offender has a history of substance abuse, drug treatment or counseling, except to authorized recipients of non-public information per Department Order #901, or when an offender has signed the **Authorization to Release Information**, ADC form 1106-5 for the agency requesting information. The Release of Information shall be forwarded with the case file documentation. If the offender's conviction(s) involved possession, sales or other drug-related offenses, the verified conviction data may be disclosed.
 - 7.1 A CCO may disclose urinalysis results received from a contract vendor to authorized recipients while the offender is under Community Supervision.
- 8.0 AIDS/HIV - Per Department Order #1102, the CC staff shall NOT disclose HIV/AIDS-positive information.
- 9.0 Offender Medical Records - Offender medical records are confidential. The CCO may advise an offender that the offender may sign a Release of Information Form to authorize the release of medical information.
- 10.0 ISC Files - ISC file documents generated by the sending state are confidential and the ISC Unit must request the sending state permit release of these documents. ISC file documents generated by the Department may be released subject to guidelines established herein.
- 11.0 Sex Offender Files - Sex offender files are utilized for use in the statutory processes of Sex Offender Registration, Community Notification, and the civil commitment of Sexually Violent Persons. Sex offender files are confidential, except for documents generated by the Department, which may be released subject to established guidelines.
- 12.0 Mental Health - CC Staff may receive authorized access to an offender's mental health information upon completion of designated in-service training and testing. In accordance with legal requirements (HIPAA), the mental health information obtained is

considered confidential and shall not be disseminated/disclosed to any persons outside of ADC without the signed consent of the offender, ***Authorization to Release Information, ADC form 1106-5.***

13.0 ADC Records requests from any external entity shall be referred to ADC Public Access Unit.

1003.5 INITIAL INTAKE INTERVIEW

Dual Supervision

- 1.0 Upon intake, the CCO shall review the offender's release file and AIMS to confirm that the offender is not serving a Dual Supervision term with any Arizona Probation department. Per statute, offenders shall NOT serve a concurrent term of Probation and Community Supervision (dual supervision).
 - 1.1 If determined that the offender is required to serve a concurrent term of Probation and Community Supervision (dual supervision) immediately upon release from ADC custody, the CCO shall immediately contact the effected County Probation Department and request that the Probation term be modified to begin upon the Absolute Discharge date from ADC Community Supervision or eliminate the requirement of the Community Supervision term.
 - 1.2 The CCO shall obtain documentation of the Probation modification, document in OMS and forward a copy to the Offender Services Bureau-Time Computation Unit.
- 2.0 The CCO shall enter the offender release information on the AIMS DP02 and DP12 during initial intake. The effective date of the DP12 must be the same date or later than the last "gain" entry on the DP02.
 - 2.1 AIMS DP02 shall be updated to reflect S06 if the offender resides in a halfway house or community facility only after the OMS facesheet has been saved and allowing one day for AIMS/OMS update.
- 3.0 The CCO shall verify the release address and sponsor information, documenting the Chrono Notes in OMS with the final, verified residence information.
 - 3.1 If the offender has no pre-approved address or sponsor, the CCO shall assist the offender in developing a placement. The CCO may refer the offender to a local social service agency for housing assistance.
- 4.0 The CCO shall discuss proposed employment. If the offender has no proposed employment and is employable, the CCO shall refer the offender to a Department job developer or a community agency, if appropriate.
- 5.0 The CCO shall review and explain to the offender Conditions of Supervision, to include standard and special conditions imposed by the Board of Executive Clemency (BOEC), the sending state, or the CCO. The CCO shall require the offender to sign and date the conditions. The CCO shall witness the signature and shall provide a copy to the offender.
- 6.0 Except when an offender is on Home Arrest or ISC, the CCO shall obtain information from AIMS DI57 for the initial supervision level assessment. The assessment level shall be entered into the AIMS DP04 during intake. The CCO shall complete the FROST assessment within 14 work days of initial intake in order to determine appropriate supervision levels. FROST Assessment levels shall be updated on DP04 at time of assessment. (See FROST assessment tool for appropriate supervision levels).
- 7.0 The CCO shall refer the offender to community services, if applicable, per section 1003.22
- 8.0 CCOs shall conduct a comprehensive review of the offender's history in order to determine whether testing is required and necessary. The following shall be considered when making determination for referral:
 - 8.1 Review of offender's PSI, AIMS, criminal history and/or self admission, which indicates prior history of substance abuse that has caused a problem/interference with life (i.e. social, legal, health, etc.).
 - 8.2 The CCO shall provide the offender with Substance Abuse testing locations, if applicable, per section 1003.21, Substance Abuse Testing, and assign a designation and frequency of testing.
- 9.0 The CCO shall instruct the offender on the type and frequency of contacts the offender shall be required to make. The CCO may provide this Reporting Instruction to the offender in writing (Attachment C).
- 10.0 The CCO shall determine whether the offender has any pending or outstanding warrants. If the offender does, the CCO shall instruct the offender to contact the applicable jurisdiction. The CCO may provide the offender with written Verification of Incarceration Dates (Attachment D).
- 11.0 The CCO shall determine if the offender has been assessed supervision fees, monitoring fees, court ordered restitution, felony assessment, or fines. The CCO shall provide the offender with the necessary information to make payments. For any court ordered payments the CCO shall complete the Restitution Information form (Attachment G) and require the offender sign and date it and place copy in file during intake.

- 12.0 The CCO shall obtain driver's license number, vehicle license plate number, and liability insurance information from the offender, if applicable. The CCO shall arrange with the WSHU for an offender to receive a Released Offender ID Card, approved by the Motor Vehicle Bureau, for the purpose of obtaining a driver's license or identification, if the offender was not provided one prior to release. Registerable Sex Offenders shall be provided the designated Released Sex Offender ID Card (inmate's ADC number and "SO" is documented on the ID when creating the Release ID (i.e.: ADC #12345 SO).

Global Positioning System/Electronic Monitoring (GPS/EM)

- 13.0 The application and activation process for electronic monitoring shall be conducted and verified by TWO officers. For those offenders placed on GPS/electronic monitoring (i.e.: Home Arrest, GPS/EM, DCAC per A.R.S. 41-1604.08), the CCO shall instruct the offender on the purpose, effect, and operation of the electronic monitoring equipment. For all offenders requiring electronic monitoring:
- 13.1. The CCO shall adhere to the step by step process for the attaching, activating, monitoring and deactivating of the Wearable Miniature Tracking Device (WMTD) equipment. See *Attachment Z* for GPS Intake Procedures and *Attachment AB: Pro-Tech Complete Reference Guide*.
 - 13.2. The CCO shall input the offender information into the monitoring data base.
 - 13.3. The CCO shall determine the initial curfew restrictions, if any, inclusion and exclusion zones and review the parameters with the offender.
 - 13.4. The CCO shall attach the system transmitter on the offender's ankle and activate monitoring equipment in GPS monitoring system.
 - 13.4.1 One officer shall maintain physical supervision of the offender during the entire activation process (ie: escort offender outside to gain satellite signal).
 - 13.5. Both CCOs shall ensure the ankle monitor is working properly, activated and tracking prior to allowing the offender to leave the office.
 - 13.6. Both officers shall document their signatures in chrono notes indicating that data entered into system has been verified, the equipment has been activated and functioning properly prior to offender's departure from the office. Each officer shall make independent entries in the chrono notes using AIMS ID (OMS).
 - 13.7. CC Supervisors shall conduct random monitoring equipment checks at a minimum of one time monthly for each offender.
 - 13.7.1 Random monitoring checks conducted by the CCS shall include a visual review of the monitoring system to verify connectivity. The Supervisor shall document this verification in the field casebook.
 - 13.8. The CC Supervisor shall verify all data entered into the monitoring system for accuracy/completeness and document such for the initial intake audit procedure.
 - 13.9. After Hours Electronic Monitoring shall be conducted by Central Communications per established After Hours monitoring guidelines, to include holidays and weekends.
 - 13.9.1 See *Attachment AA* for Central Communications monitoring guidelines for A.R.S. 41-1604.08 - Dangerous Crimes Against Children offenders.
 - 13.9.2 See *Attachment AC* for Central Communications monitoring guidelines for Home Arrest offenders.
 - 13.9.3 All Warrants shall be issued and entered into ACJIS by Central Communications between the hours of 5 PM and 8 AM, regardless of monitoring type (DCAC or Home Arrest).
- 14.0 The CCO shall complete a Facesheet in OMS, per intake procedures within this Technical Manual.
- 14.1. The CCO shall take a current photograph of the offender and save the photo in the new photos folder in the P or K drive.
 - 14.2. If an offender is on Home Arrest, the CCO shall ensure appropriate documentation is completed to identify Home Arrest Status.

- 15.0 If the offender has been released on Work Furlough or Home Arrest, the CCO shall review the AIMS DI66 to determine the offender's next scheduled appearance before the BOEC. Reversions shall be processed in accordance with section 1003.18.
- 16.0 The CCO shall advise each offender with an ERCD for an offense committed prior to 1-1-94, that the Department may take action to include the placement of a jail hold and/or return to Department custody if the offender engages in any known criminal activity, after completing supervision, yet prior to the expiration of the imposed sentence.
- 17.0 The CCO shall review AIMS DT08 to verify the audit release dates.

Interstate Compact Intake Process

- 18.0 In completing the initial intake for all ISC offenders, the CCO shall obtain DNA upon initial contact with the offender. The CC Office Supervisor or designee shall ensure that DNA kits are obtained from the Department of Public Safety and available in the CC office at all times.
- 18.1 Complete ISC Notice of Arrival through ICOTS.
- 18.2 CCO shall contact Arizona ISC via email to notify of offender's arrival and obtain offender's ADC number if not previously issued.
- 18.3 CCO shall complete the AIMS DT08 99 screen documenting the date DNA was obtained. The ADC number shall be documented on the DPS "Data Bank form."
- 18.3.1 Subsequent DNA is not required if previously noted on the DT08 99 or DT06 screens.
- 18.4 Upon advisement that DNA must be retaken, the assigned CCS or designee shall ensure the DNA is collected within 14 working days of the request, per the current established DNA collection method.
- 18.4.1 The CCO or CIP staff member who completes the DNA collection shall update the DT08 99 screen documenting the new collection date.
- 19.0 The CCO shall complete intake of ISC Sex Offenders through the following procedures:
- 19.1 Obtain DNA during initial intake/contact and complete AIMS DT08 99 documenting date DNA was obtained.
- 19.1.1 Subsequent DNA collection is not required if previously collected, per DT08 99 or DT06 screens.
- 19.2 Contact ISC, via email, during intake, advise of arrival and obtain ADC number for offender.
- 19.3 Contact SOCUC via email during intake to advise of arrival and following completed information:
- 19.3.1 Offender's ADC number.
- 19.3.2 DNA date.
- 19.3.3 Offender's residential address.
- 19.3.4 Date of Registration/Notification Requirements (ADC form 1001-1P).
- 19.4 SOCUC shall complete AIMS DT08_SO entry and ACJIS notification entry in accordance with statutory time frame.

Arizona Sex Offenders Intake Information

- 20.0 The CCO shall complete intake of Arizona Sex Offenders per this section and 1003.11.

Pre-Release Investigation Unit

- 21.0 The CCS or designee shall review all incoming pre-release investigations to ensure that no special supervision exists. If special supervision is required, the pre-release investigation shall be forwarded to the applicable unit (i.e. EMU) within 1 working day for investigation.
- 22.0 Pre-Release investigations shall be conducted and assigned in accordance with DO 1003 – TM section 1003.1.
- 22.1. The CCO shall submit an itinerary to the CCS/CCO SR prior to leaving the Community Corrections Office in accordance with TM section 1003.37-7.0, Work Schedules/Office Coverage/Security.
- 22.2. Daily itineraries shall be submitted 1 day prior when the assigned field staff will conduct pre-release investigations in a rural area and will not be coming into the office. This will be on a case by case basis and shall be pre-approved by the CCS or designee.
- 22.3. Officers in the field shall contact the CCS or designee via telephone once every 2 hours to report in, per standard safety procedures.
- 22.4. ISC investigations for offenders, who have been issued Reporting Instructions through the AZ-ISC office, shall be conducted by the assigned field CCO.
- 23.0 In the event PRIU conducts the intake, the intake interview shall be conducted in accordance with DO 1003 – TM section 1003.5 to include ISC cases.
- 23.1. ISC intake exception:
- 23.1.1. Intakes for all ISC cases that have already been processed by the supervising field CCO shall be conducted by that assigned supervising CCO (i.e.: ISC cases currently in AZ or pending arrival that have been issued reporting instructions.)
- 24.0 In the event PRIU conducts the intake, staff shall conduct intakes through the following procedures:
- 24.1. Complete AIMS entries on newly released offenders upon release from prison.
- 24.1.1. DP02
- 24.1.2. DP04 (DI57 G/V Scores)
- 24.1.3. DP12 (pre approved residence)
- 24.2. Take a current picture of the offender to include their head and shoulders.
- 24.2.1. The picture shall have a plain white background.
- 24.2.2. The picture shall then be renamed to the offender's ADC number and uploaded into the designated shared drive.
- 24.3. Have the offender read and sign Arizona Conditions of Supervision and provide the offender a copy. Should the offender refuse to sign their Conditions of Supervision, the CCS or designee shall be informed immediately and the offender shall be arrested and returned to custody.
- 24.3.1. Scan, rename and upload the Conditions of Supervision into OMS prior to completing and saving the facesheet.
- 24.4. Assess all newly released offenders for referral to substance abuse screening, in accordance with Substance Abuse Testing guidelines and Intake Procedures of this manual.
- 24.4.1. Substance abuse testing referrals shall be completed per agency discretion.
- 24.4.2. Substance abuse testing referrals shall be completed using the standard four panel drug screen.
- 24.4.3. The receiving supervising CCO shall modify the substance abuse referral as applicable.
- 24.5. Complete the initial referrals for all newly released offenders under any legislative mandated program.

- 24.5.1. Referrals shall be completed by using the designated service provider.
- 24.6. Complete OMS entries for newly released offenders to include:
 - 24.6.1. Offender's releasing institution.
 - 24.6.2. Arizona Conditions of Supervision.
 - 24.6.3. Offender's approved residence.
 - 24.6.4. Applicable COS fees.
 - 24.6.5. Applicable court ordered restitution or fines.
 - 24.6.6. Offender's supervision level upon release.
 - 24.6.7. Offender's next scheduled report date.
- 24.7. Should the offender owe any court ordered restitution or fines, PRIU CCO shall complete the applicable notifications and provide the offender a copy.
- 24.8. FROST assessment shall be conducted in accordance with DO 1003 – TM section 1003.9 and be completed by the receiving supervising field CCO.
- 24.9. The OMS facesheet shall then be saved and the file turned into the CCS or designee for an initial intake audit.
 - 24.9.1. AIMS DP02 shall be updated to reflect S06 if the offender resides in a halfway house or community facility only after the OMS facesheet has been saved and allowing one day for AIMS/OMS update.
- 25.0 Incoming Interstate Compact intakes shall be conducted by the PRIU in accordance with section 1003.14.
 - 25.1. An ISC intake shall require the NOA (notice of arrival) to be sent to the sending state by the CCO completing the intake.
 - 25.2. PRIU shall complete the ICOTS case transfer within ICOTS prior to forwarding packet to the assigned field office.
- 26.0 Detainers – Cases in which an offender reports to WSHU due to a cancelled/dropped detainer per specific conditions of Supervision shall be coordinated as a case transfer from WSHU to a supervising field office.
- 27.0 The CCO shall forward the completed intake to the CCO SR for review/approval within one (1) working day.
- 28.0 The CCS or designee shall complete the initial intake review within 1 working day and submit the completed file to the receiving field CCS or designee.
 - 28.1. In the event a delay in these established timeframes transfer to the field office occurs, the circumstances shall be documented in OMS.

1003.6 CONDITIONS OF SUPERVISION

- 1.0 The CCO shall monitor Conditions of Supervision which apply to the supervision of inmates released or being released on Parole, Work Furlough, Temporary Release, Mandatory Release, Home Arrest, Provisional Release, Discretionary Release, Community Supervision Truth-in-Sentencing Release (TIS) or under the ISC. Additionally, the CCO will monitor those inmates placed on Medical Furlough.
- 2.0 All offenders shall be mandated to comply with Standard Conditions of Supervision, form 1002-3 and Legal Order/Directive, form 1002-3A (Prohibits use of Medical Marijuana). The CCO shall review the Conditions of Supervision and Legal Order Directive with the offender and shall require the offender to sign Conditions and Legal Order. The offender's signature acknowledges that the offender has read or has had read to him/her the Standard Conditions, Legal Order/Directive and Special Conditions of Supervision and that the offender will be held accountable for these Conditions which include, but are not limited to the following standard conditions:
 - 2.1. Personal visit to assigned CC office within one work day of release unless otherwise directed.
 - 2.2. Regular contact with CCO as directed.
 - 2.3. Notification to CCO of address change, prior to relocating.
 - 2.4. Written permission of CCO prior to leaving Arizona.
 - 2.5. Making an earnest effort to secure and maintain legitimate employment or an approved alternative program.
 - 2.6. Participation and cooperation with specified programming per directives of the CCO
 - 2.7. Obedience to governmental and tribal laws.
 - 2.8. Notification to CCO of any law enforcement contact to include the entire details specific to any contact.
 - 2.9. Non-threatening and non-violent behavior.
 - 2.10. No possession, control, transportation or use of deadly weapons, firearms, ammunition, electronic stun/control devices or explosives.
 - 2.11. Abstain from use of alcohol.
 - 2.12. Abstinence from the use, possession, distribution, sales or control of any narcotics or controlled substances, unless prescribed by a licensed physician.
 - 2.13. Submission of blood, saliva and/or urine samples or use of a breathalyzer, when requested by the CCO
 - 2.14. Prohibition of knowingly associating with any person who is on probation or parole/community supervision or is an inmate or is in the custody of any law enforcement agency, without prior authorization of a CCO
 - 2.15. Submission to a search of person, automobile or place of residence by a CCO, at any time of day or night, with or without a warrant, upon reasonable cause as determined by a CCO
 - 2.16. Prohibition from acting as an informant or special agent for any law enforcement agency without approval, per section 1003.29.
 - 2.17. Payment of supervision fees, electronic monitoring fees, restitution, or other financial obligation as determined by the BOEC, the Department, the sentencing court or sending state.
- 3.0 CCOs shall monitor any Conditions of Supervision which the BOEC imposed. If the imposed condition is too specific or unenforceable, is in conflict with Department guidelines, or resources are not available, the CCO shall advise the CCS. The CCS shall determine the need to request a modification per section 1003.7.
- 4.0 CCOs may impose special conditions on offenders they supervise, per the following criteria:

- Lawful
 - Enforceable
 - Relevant and reasonably related to criminality
 - In the best interest of the public and the statutory ends of the Department
- 4.1. CCOs shall write each special condition separately on the Conditions of Supervision, ADC form 1002-3SPCL, in alphabetic sequence beginning with 12a.
- 4.2. The CCO shall utilize the Conditions of Supervision – Sex Offender, ADC Form 1002-3SO, for all offenders requiring statutory sex offender registration (ARS 13-3821). Conditions shall be applicable as they relate to the offender's sex offender criminal history.
- 5.0 The CCO shall ensure all verbal Conditions of Supervision are imposed in writing, signed by the offender, witnessed and dated, and a written copy is given to the offender within 10 work days of the verbal direction. The CCO shall advise the offender that the offender shall be responsible for adhering to verbal Conditions of Supervision until such time as the CCO is able to write the conditions and obtain the offender's signature.
- 6.0 The CCO shall place a copy of the Conditions of Supervision in the field file. Signed Conditions of Supervision shall be scanned and attached to the Facesheet in the OMS per procedures.
- 7.0 If the offender refuses to sign the Conditions of Supervision, the CCO shall return the offender to increased security with the CCS's approval. The CCO will date and sign the Conditions of Supervision, acknowledging the offender's refusal to sign the conditions.
- 8.0 The CCO may modify or revise Conditions of Supervision at any time for good cause per section 1003.7.
- 9.0 The CCO shall have the offender re-sign Conditions upon reversion of release, per section 1003.18, or if the offender is returned to supervision after having been in ADC custody.
- 10.0 The CCO shall inform the offender that failure to abide by the Conditions of Supervision may result in the rescission/revocation of their release and their return to an institution, or the sending state.

1003.7 MODIFICATION OF CONDITIONS OF SUPERVISION

- 1.0 The CCO may, with justification, modify any Condition(s) of Supervision imposed by a CCO. The CCO may authorize the offender to reside in a group home, half-way house or shelter setting, with other offenders, if the only alternative for the offender is homelessness. The CCO may allow the offender to reside in a group home, half-way house, or private residence, attend programming or be employed with other offenders, under some form of supervision, if it is deemed to be in the best interest of the state and the offender.
- 2.0 To recommend modification for any special Condition of Supervision imposed by the BOEC, the CCO shall complete a Staff Report detailing the reasons for recommending the modification, and forward the Staff Report and necessary documentation to the CCS. A Staff Report need not be written to indicate the completion of participation in mandated programming.
 - 2.1. The CCS or designee shall forward the Staff Report to a CCM or designee for review. The CCM or designee shall submit the report to the BOEC for disposition. Upon decision by the BOEC, a CCM or designee shall advise the CCS.
- 3.0 When recommending modifications to any special Condition of Supervision imposed by the sending state on an ISC offender, the CCO shall complete a Compact Action Request detailing the reasons for recommending the modification, and forward the Report and necessary documentation to the CCS. If the CCS concurs, the report shall be forwarded to the ISC Unit supervisor for further processing. Modifications must be approved by the sending state prior to implementation.
- 4.0 Upon modification of any special Condition of Supervision, the assigned CCO shall complete the following:
 - 4.1. Document the change on the Facesheet and Chronological Log in OMS.
 - 4.2. Advise the offender in person of any modifications/additions/deletions to the Conditions of Supervision.
 - 4.3. Require the offender to sign the revised Conditions of Supervision, containing the approved modifications/additions/deletions, and any initial conditions which have not been modified or deleted. The CCO shall ensure the offender signs the revised Conditions of Supervision as soon as it's reasonably possible.

1003.8 OFFENDER MANAGEMENT SYSTEM

- 1.0 The CCO shall complete a DP02, DP04 and DP12 entry for each offender at the time of initial contact/intake. These AIMS entries will generate appointments in the OMS.
- 1.1 The CCO shall create the Facesheet in OMS and ensure the correct information is completed for each section. The picture of the offender will be attached to the Facesheet through the programming. Ensure the photo was correctly saved by ADC number.
- 1.2 The CCO shall complete the Chrono Note indicating each contact made, within two business days of the contact; to include the date of each contact, person contacted, the method of contact and the place of contact. The CCO shall avoid non standard abbreviations.
- 1.2.1 Should a late entry be made in the Chrono Notes, it shall be noted as such to include a brief explanation of the circumstances which prompted the entry.
- 1.3 When a CCO makes contact with an offender supervised by another CCO, an entry shall be made in the OMS Chrono Notes by the CCO making the contact, on the date of contact.
- 2.0 The CCO shall document an offender's adherence to Conditions of Supervision in the Chrono Notes by briefly entering information and/or summarizing, utilizing the following guidelines:
- 2.1 Contact Codes
- Client – The offender
 - Collateral – any individual or agency that has a relationship to an offender that serves as a source of information or point of contact, including but not limited to friends, family members, law enforcement, victims, neighbors, treatment providers, ministers, volunteers, teachers, employers.
 - Attempt – This should not be used (utilize the "Method" Attempt choice)
- 2.2 Method
- Face-to-Face – this is a personal face to face contact.
 - Phone – a conversation between CC staff and the contact
 - Mail – a letter, request or other mailed information to/from the contact person or agency
 - Observation – physical observation, such as a U/A or programming report (web page)
 - Other (i.e. Offender Report Form 1003-17PF)
 - Attempt – when an attempt to make contact is unsuccessful
- 2.3 Place
- Office – the contact is at the CC office
 - Employment – at the offender's employment location
 - Client's home– the offender's approved residence
 - School – where the offender attends classes
 - Jail/Court
 - Other – this may include treatment locations, the convenience store, the Library, etc.
- 2.4 Activity Code -Select appropriate activity code within the OMS dropdown menu
- 2.5 The narrative shall include significant information, behavior and supervision compliance. which may include but is not limited to the following, as applicable:
- 2.5.1 Residence
- Date and complete address
 - Consent to Placement
Verification: Personal visit, Rent receipt
 - Disclosure, if made
- 2.5.2 Employment
- Initial employment information must include employer name, address, telephone number, contact person, offender position title and wage
 - Referral to Job Developer

- Verification: Employer contact, Pay Stub, Job Developer
 - Name, Address, phone number of Employer
 - Disclosure, if made
- 2.5.3. Programming
- Telephone contact with counselor
 - Payment receipts
 - Attendance reports
 - Offender comments
- 2.5.4. 12-Step Support Group
- Date directed to attend, provided meeting information, provided verification form
 - Dates of attendance
- 2.5.5. Substance Abuse Testing
- Date directed to provide specimen
 - Automated testing frequency/color
 - Results
 - Follow-up (negative, positive, diluted)
- 2.5.6. Other Special Conditions
- CCO will be responsible for monitoring all special conditions imposed
- 2.5.7. Restitution/Child Support and other Court Ordered Fees
- Advised verbally
 - Advised in writing
 - Copies of receipts
- 2.5.8. Cost of Supervision Fees
- Payments made
 - Arrearages
 - Follow-up
- 2.5.9. Sex Offenders
- Receipt of Sex Offender Registration
 - Proof of address change notification
 - Supervisor's initials on employment/residence changes
 - Disclosure - residence and employment
 - Community notification information
- 2.5.10. Other
- Staffings
 - Incidents
 - Police contact
 - Reversion dates
 - Travel Permits
 - Case transfers
 - Searches
 - Misdemeanor warrant follow-up
- 2.5.11. Sanctions
- Specific violation type
 - Date of violation
 - Date of intervention/sanction
 - Type of intervention/sanction imposed
 - Duration of intervention/sanction
 - Date of successful completion or non-compliance of imposed sanction

possible. The supervising CCO shall utilize the Chrono Notes as a running documentation of the offender's progress or needs.

- 4.0 The CCO shall create an updatable Facesheet. The CCO shall input any new information into the updatable facesheet and complete an appropriate entry in the Chrono Notes when changes occur with the offender or the supervision. The updatable facesheet shall contain the most current information.
 - 4.1. Upon transfer, the DP02, DP04, and DP12 shall be updated in order to update the Facesheet properly. The effective date of the DP12 must be the same date or later than the last "gain" entry on the DP02.
 - 4.2. Upon supervision termination for an Arizona offender, Chrono Notes shall be updated with the termination information. .
 - 4.3. Upon supervision termination for an ISC offender Chrono Notes shall be updated with the termination information. The Field File only shall be forwarded to the ISC Unit with the case file documentation per section 1003.31.
- 5.0 The OMS Chrono Notes and Facesheets for each offender will be included for audit purposes at the direction of the CCS.
- 6.0 The FROST shall be completed in the OMS. The appointment will generate upon necessary completion of AIMS entries.
- 7.0 The Case Plan shall be completed in the OMS after the FROST has properly loaded.
- 8.0 For specific user information for OMS, the CCB staff shall refer to the User Guide for OMS.

1003.9 CASE SUPERVISION RISK ASSESSMENT TOOLS/LEVELS

- 1.0 The CCO shall refer to the AIMS DI57 screen to obtain the Offender Risk Assessment general (G) and propensity for violence (V) risk of recidivism levels to determine the Supervision Level at the time of release. This level shall be utilized until the Initial FROST (FROST-Field Reassessment Offender Screening Tool) assessment is completed. The FROST shall be completed within 14 work days of release from custody per guidelines in section 3.0.
- 2.0 FROST is NOT required for any offender with 90 days or less to serve on Community Supervision. These offenders shall be supervised based upon the AIMS DI57 G/V Risk Scores. Utilize *Attachment S* to determine level.
- 3.0 The FROST Assessment shall be conducted per the following protocol:
 - 3.1. The Initial FROST shall be completed within 14 work days of release from custody.
 - 3.2. The Motivational Interview technique shall be utilized when administering the FROST.
 - 3.3. The offender shall be supervised according to Risk Level determined by FROST scores.
 - 3.4. The score shall be annotated in the Chrono Notes and AIMS DP04 screen; which will populate the OMS Facesheet.
 - 3.5. The FROST Secondary Assessment is required within 90 calendar days from the initial FROST assessment. A Secondary FROST is NOT required if the offender's supervision is terminated within the same month.
 - 3.6. A FROST Reassessment is required 6 months after the Secondary Assessment and every 6 months thereafter. The FROST Reassessment is NOT required if the offender's supervision is terminated within the same month.
 - 3.7. Any additional FROST assessments may be conducted at the discretion of CCO after staffing with the CC Supervisor (ie: any significant changes in offender's life warrants possible reassessment).
 - 3.8. Any risk level overrides/underrides must be staffed by the CCO and supervisor. Justification for any overrides/underrides shall be documented in OMS and entered on AIMS DP04.
 - 3.9. Registerable/Notifiable Sex Offenders shall be supervised at Maximum or Intensive supervision level.
 - 3.10. Validated and active STG members shall be supervised at level based upon FROST. Levels of supervision for an STG offender may be enhanced to Maximum or Intensive based upon the CCO and supervisor staffing. Justification for enhanced level shall be documented in OMS and annotated on AIMS DP04 screen.
 - 3.11. All offenders reverting from Home Arrest to another release status shall be placed on the level of supervision and contact frequency designated per FROST assessment level, unless an exception is requested.
 - 3.12. Dual Supervision- Should a dual supervision case (concurrent ADC and ISC term) be accepted for a transfer of supervision in Arizona, during the intake contact, the case supervision level and contact frequency shall be determined based upon FROST assessment to reflect any conviction(s) documented from the sending state.
 - 3.13. All offenders accepted under the ISC shall be supervised at maximum supervision level and contact frequency until the FROST assessment has been completed.

FROST SCORING GUIDE AND SUPERVISION LEVELS:**RISK LEVEL**

MINIMUM SUPERVISION	0-7
MEDIUM SUPERVISION	8-21
MAXIMUM SUPERVISION	22-39
INTENSIVE SUPERVISION	40-44

*Refer to section 1003.10 for Level Criteria

- 4.0 The CCO shall enter the offender's risk level on the AIMS DP04, using the supervision level codes as follows: 4 for intensive, 3 for maximum, 2 for medium, and 1 for minimum supervision levels. The DP04 must be updated each time an assessment is completed, even if the score/level remains unchanged.

- 4.1. When offender is placed on sanctions, the adjusted Risk Level shall be entered on AIMS DP04 and Case notes in OMS. At the conclusion of sanction period, the offender shall resume previously assessed risk level. This adjustment shall be entered on AIMS DP04 and Case notes in OMS.
- 4.1.1 The adjustment to the AIMS DP04 during a sanction period is completed to ensure accurate CCO work load statistics and does not indicate an increase in true (assessed) offender supervision level.

1003.10 CASE SUPERVISION

Contact Frequency and Method

- 1.0 The CCO shall supervise the offender commensurate with the assigned Level of Supervision. The frequency guidelines below mandate the minimum contacts that the CCO shall have with the offenders according to the specified Supervision Level.
- 1.1. **Intensive Supervision-** mandates one weekly face-to-face contact and two collateral contacts per month for each offender.
- 1.1.1 A home visit shall be conducted within 30 days of the offender's release to supervision. Home visits shall be conducted bi-monthly (once every 2 months) thereafter.
- 1.2. **Maximum Supervision-** mandates two face-to-face contacts per month and one collateral contact per month for each offender.
- 1.2.1 A home visit shall be conducted within 30 days of the offender's release to supervision. Home visits shall be conducted quarterly (once every 3 months) thereafter.
- 1.3. **Medium Supervision-** mandates one face-to-face contact per month and one collateral contact per month for each offender.
- 1.3.1 A home visit shall be conducted within 60 days of the offender's release to supervision. Home visits shall be conducted once semi-annually (once every six months) thereafter.
- 1.3.2 Exceptions: Exception to contact requirement for remote areas may be granted by the CCS and shall be documented in OMS.
- 1.4. **Minimum Supervision-** mandates one face-to-face contact per quarter (every 3 months) and one additional contact per month for each offender. Additional contacts for minimums may include any collateral contact or offender contact.
- 1.4.1 A home visit shall be conducted within 60 days of the offender's release to supervision. Home visits shall be conducted once semi-annually (once every six months) thereafter.
- 1.4.1.1 A home visit is NOT required when the offender is on Minimum Supervision by the G/V score and has 90 days or less on supervision, providing the offender is residing at the approved residence. If the offender changes residence, the supervising CCO shall follow 1003.17.8.5 of this TM.
- 1.4.2 Exceptions: Exception to contact requirement for remote areas may be granted by the CCS and shall be documented in OMS.
- 1.5. **Residential Treatment Facilities-** While an offender is residing in a residential treatment program (i.e.: Compass) s/he may be placed on minimum level of supervision for the duration of the program. (Note- this does not include halfway house residency.)
- 1.5.1 Once an offender is released from the program, s/he shall return to the previously assigned level of supervision.
- 1.6. **Home Arrest-** mandates no less than one weekly contact and two collateral contacts per month.
- 1.7. **In-Custody Offenders-** no contacts are required for offenders in custody.
- 1.8. **Dual Supervision-** Should a dual supervision case (concurrent ADC and ISC term) be accepted for a transfer of supervision in Arizona, during the intake contact, the case supervision level and contact frequency shall be determined based upon FROST assessment to reflect any conviction(s) documented from the sending state.
- 1.9. **Interstate Compact-** All offenders accepted under the ISC shall be supervised at maximum supervision level and contact frequency until the FROST assessment has been completed. Upon FROST completion, supervise the ISC offender in accordance with this TM.

- 1.10. **Registerable/Notifiable Sex Offenders** – Shall be placed on no less than Maximum supervision for the full term of supervision. If G/V or FROST assessment indicates an Intensive level of supervision, the offender shall be supervised accordingly.

Contact Requirements

2.0 Definitions:

- 2.1. **HOME VISIT** – the physical presence of the CCO at the offender's approved residence, verifying that the offender continues to actively reside there and the sponsor continues to agree to the offender residing there. If the offender is home, this visit is considered a home visit and qualifies as a required Face-to-Face.
- 2.2. **EMPLOYMENT VISIT** – the physical presence of the CCO at the offender's place of employment, verifying that the offender continues to actively work with the employer. If the offender is present at the employment, this visit is considered a field visit and qualifies as a required Face-to-Face.
- 2.3. **FIELD VISIT** – the physical presence of the CCO at a location that is not at the office, at the offender residence or offender employment. Additionally, may be the treatment facility, the Jail or Court, the Park or other location not specifically designated.
- 2.4. **FACE-TO-FACE** – the in-person contact with an offender. However, a face-to-face can be a Collateral, as well.
- 2.5. **COLLATERAL** – any individual or agency that has a relationship to an offender that serves as a source of information or point of contact, including but not limited to friends, family members, law enforcement, victims, neighbors, treatment providers, ministers, volunteers, teachers, employers.
- 2.6. **VERIFICATION** – the confirmation of information, usually through a document such as a paystub for employment, a TASC result for a U/A, a receipt from a treatment provider for attendance, a citation from a law enforcement agency, etc.

3.0 Mandatory information shall be addressed and documented in OMS chrono notes during every offender contact as follows:

- 3.1. Residency
- 3.2. Employment
- 3.3. Treatment
- 3.4. Urinalysis testing
- 3.5. Restitution, fines, fees
- 3.6. Police contact
- 3.7. Sanctions

Offender Reporting

- 4.0 The CCS shall ensure the offender Sign-In Log is utilized for those offenders who report to the Community Corrections Office (Attachment E).
- 5.0 When an offender reports as directed and the supervising CCO is not available to see the offender, the duty CCO shall conduct a regular face to face contact visit with the offender. Appropriate Chrono Notes shall be entered into OMS by duty CCO with AIMS initials.

Significant Incident Reports/Case Synopsis

- 6.0 An SIR (Significant Incident Report) and Case Synopsis shall be generated by the CCO at the direction of the CCS, CCM, CC Administrator or designee.
 - 6.1. The SIR shall be completed within 4 (four) hours of discovery of incident, per DO #105.06 – DO 105.09.
 - 6.2. The Case Synopsis shall be completed within 48 hours of discovery of significant incident and shall include all information pertinent to the SIR and detailing specific information of offender's Community Supervision (ie: CSBD, CSED, supervision level/scores, arrest booking number, etc.).
- 7.0 Community Corrections Officers as Mandated Reporters

- 7.1. In accordance with ARS 13-3620, as mandated reporters, a CCO shall call the Child Protective Services Hotline when, in the course of their duties, they have reason to believe a minor (child under 18) has been abused, neglected, exploited, abandoned or qualifies as a drug-endangered child, in accordance with DO 1003, Community Corrections.

8.0 Offenders that Present a Threat to Self

- 8.1. When an offender has indicated, stated or otherwise presented themselves as threatening to harm themselves or commit suicide, the supervising officer shall notify appropriate law enforcement, treatment facility or medical personnel as appropriate in order to obtain assistance for the offender with regard to mental health and physical safety.
- 8.2. The CCS and CCM shall be notified as soon as reasonably possible.
- 8.3. Documentation shall be entered into the Chrono Notes in OMS describing what actions were taken.

1003.11 SEX OFFENDERS/STATUTORY GPS – ARIZONA AND ISC OFFENDERS

Community Placement Investigations

- 1.0 These guidelines apply to an offender whose criminal history includes a conviction(s) for a sex offense and/or a conviction(s) for a crime with the intent to commit a sex offense.
 - 1.1. When the criminal history indicates a sex offense conviction/sexually motivated conviction and the offense behavior is not detailed in the file documentation, the designated CCB staff or the CCO shall make reasonable effort to obtain the arresting law enforcement agency Department Report, to establish the factual basis for the illegal sexual behavior. Sex offender guidelines established in this section are not applicable if evidence/verification of a sex conviction can not be obtained. A sex offense arrest which results in an acquittal verdict is not subject to the guidelines.
- 2.0 Upon receipt of a pre-release packet prepared by an institution per Department Order #1001, the Community Corrections Release Specialists shall review the packet to determine if a sex conviction/sexually motivated conviction exists that requires review by the SOCU for determination of statutory sex offender requirements. The Release Specialists shall review AIMS DT08 SO screen to determine if a packet has been sent to the Sex Offender Coordination Unit. If a possible sex conviction history is present (classification sex code of A-E or G), the Release Unit shall advise the OIU and SOCU via email that a sex packet is required for review.
- 3.0 Upon receipt of an ISC packet from the sending state, the ISC Unit shall review the packet to determine if the offender may be subject to sex offender Registration/Community Notification per Arizona Revised Statutes. If the possibility of Registration/Notification requirements is indicated, the ISC Unit shall forward the packet to the Sex Offender Coordination Unit (SOCU) for review and determination of sex offender status.
 - 3.1. If the Transfer Request indicates the offender has a Registration/Notification requirement, the Sex Offender Coordination Unit shall document on the Transfer Request the requirement for Registration/Notification and any other pertinent comments.
 - 3.2. ISC shall annotate sex offender status in ISC database as indicated by SOCU. ISC shall closely monitor sex offender cases pending acceptance and advise SOCU immediately upon arrival in Arizona.
 - 3.3. Upon arrival to Arizona for supervision, the Supervising Officer shall immediately notify SOCU and ISC via email that the offender has arrived and reported as instructed; this email should request ADC number, and provide the DNA date, and Date the Offender was notified to register.
 - 3.4. Upon issuance of the ADC number, ISC shall reply via email to SOCU and the Supervising Officer, notifying all parties of the assigned ADC number.
 - 3.5. The SOCU shall complete statutory sex offender reviews of ISC packets per section 1003.12.
 - 3.6. The SOCU shall review Arizona pre-release packets and annotate AIMS DT08 SO screen indicating the requirement for Registration/Notification/SVP Review per statutory requirements.
- 4.0 When completing the investigation, the CCO shall review the AIMS DT08 SO screen for an Arizona offender and shall review the ISC packet for notation to determine if the offender is subject to Registration/Notification/SVP Review. If the CCO's review of the packet indicates a history of sex conviction(s), and no notation has been made on the ISC packet or on AIMS DT08 SO, the CCO shall contact the SOCU to request a packet review. An AIMS DT08 annotation will indicate if the SOCU has ordered the law enforcement agency Department Report for offenders designated in 1.1.
- 5.0 In completing the investigation, the CCO shall conduct a face-to-face interview with the proposed sponsor, unless the sponsor indicates via telephone conversation with the CCO, that the sponsor is unwilling to provide a residence for the offender.
- 6.0 In addition to the criteria in section 1003.1, the CCO shall consider statutory requirements regarding residency restrictions and electronic monitoring requirements.
 - 6.1. The 1000 foot Rule (A.R.S. 13-3727) and the 440 foot Rule (A.R.S. 41-1607.07[F]).
- 7.0 If the offender is subject to Registration/Community Notification the CCO shall obtain the sponsor's signature on the Consent to

Placement for Convicted Sex Offenders subject to Statutory/Regulatory Notification Form 1003-25PF. The CCO shall not discuss the specific level of Notification or risk score assessed by the SOCU. The CCO shall advise the sponsor that the level and method of Community Notification is determined solely by the local law enforcement agency which completes the Notification, and not by the Department, and may include a flier with the exact residence address and a press release.

- 7.1. If the proposed residence is a multi dwelling rental/lease property, and the offender is subject to Registration/Notification, the CCO shall advise the proposed sponsor to notify the complex manager of the offender's proposed placement. The CCO shall disclose Community Supervision status, relevant conviction information and Registration/Notification requirements to sponsor and responsible leasing/rental authority per section 1003.4. The CCO shall obtain signed consent from sponsor and responsible leasing/rental authority and document that disclosure of information was made.
- 7.2. If the proposed residence is privately owned (single family home, mobile home, townhome, condo, etc.), and the offender is subject to Registration/Notification, the CCO shall obtain the sponsor's signature on the Consent to Placement for Convicted Sex Offenders Subject to Statutory/Regulatory Notification Form 1003-25 PF.
- 8.0 In completing a Pre-Release Authorization for any offender as designated in 1003.1, the CCO shall indicate the sex offense conviction date and disposition on the Pre-Release Authorization.
 - 8.1. Offense conviction behavior verified - when the documentation reviewed establishes the factual basis for illegal sexual behavior.
 - 8.2. Unable to verify offense conviction behavior - when documentation cannot be obtained or when the documentation reviewed does not establish a factual basis for illegal sexual behavior.
- 9.0 Prior to forwarding the Pre-Release Authorization to the Release Unit, the CCO and the CCS shall review AIMS DT06 to verify that DNA testing was completed per Department Order #1101.11.
 - 9.1. If DNA testing has not been completed, either the CCS or designee shall notify the OIU or the Facility Health Administrator via email wherein the offender is incarcerated to complete the DNA testing.
 - 9.2. If an Arizona offender is released to supervision prior to completing DNA testing, and subsequently refuses to submit a DNA test, the CCO shall return the offender to custody and initiate due process.
- 10.0 When completing an ISC Reply to Investigation, the CCO shall indicate in the Reply that the offender is subject to Sex Offender Registration/Notification and the requirement for DNA testing. The requirement for GPS/EM may be available in any geographic area to be determined by current Community Corrections practice and capability. The ISC Deputy Compact Administrator shall make the final approval of acceptance.
 - 10.1. ISC Investigations for which GPS/EM is not available due to current practice and capability shall continue. The inability to comply with the GPS/EM special condition shall be noted in the ISC reply (TR).
- 11.0 Intake procedures for ISC sex offenders shall be conducted in accordance with section 1003.5.

Conditions of Supervision- Sex Offenders

- 12.0 The CCO shall supervise all Registerable/Notifiable Sex Offenders at either Maximum or Intensive risk level for the full term of supervision, as referenced in section 1003.10.
- 13.0 When completing the Conditions of Supervision, signed by a convicted Registerable/Notifiable sex offender prior to release, who has no approved community placement, the designated CC Release Unit staff shall ensure that the following special Conditions are imposed:
 - 13.1. The offender shall not reside or associate with children under the age of 18.
- 14.0 The CCO shall impose the following Sex Offender conditions #13 (A-I) Form 1002-3SO, on all convicted, Registerable/Notifiable sex offenders.
 - 14.1. The offender shall complete sex offender counseling as required.

- 14.2. The offender shall remain at the approved residence each night, unless prior approval is given by the Supervising Officer.
- 14.3. The offender shall not have any contact with any victims of the current or previous offense(s).
- 14.4. The offender shall obtain a license or ID card, valid for one year, per statutory requirement.
- 14.5. The offender shall not access chat rooms, Social Networking websites, or websites that cater to sex offenders or sex offender behavior.
- 14.6. The offender shall not view, purchase or possess any pornography, nor enter any adult entertainment establishment of any kind.
- 14.7. The offender shall not enter into any occupied residence for reasons of employment without prior authorization from the Supervising Officer.
- 14.8. The offender shall re-register with the Sheriff's Office within 72 hours after a change in residence, name, school, or electronic identifier (email address/screen name).
- 14.9. The offender shall comply with all state, federal, county, city, local and tribal laws associated with Sex Offender restrictions and registrations
- 15.0 If the CCO, CCS determines that the sex offense committed was against a child, the following conditions shall be imposed from Sex Offender Conditions #13 (J-O) Form 1002-3SO:
 - 15.1. The offender shall not be alone or have any form of contact with anyone under the age of 18.
 - 15.2. The offender shall not reside with anyone under the age of 18.
 - 15.3. The offender shall not enter any establishment where the targeted clientele population is under the age of 18.
 - 15.4. The offender shall not possess, purchase or own any children's books, toys, clothing, etc.
 - 15.5. The offender shall not care for or monitor anyone under the age of 18, under any circumstances.
 - 15.6. The offender shall abide by statutorily imposed residency restrictions.

Sex Offender Registration/Notification, Treatment, Employment

- 16.0 The CCO shall refer any convicted sex offender to sex offender treatment as required. Determination of referral for treatment shall be established on a case by case basis upon staffing with the CC Supervisor. Factors to be considered include but are not limited to: seriousness of sex conviction, current and/or prior sex convictions, pattern of sex conviction behavior, successful completion of prior sex offender treatment.
 - 16.1. If sex offender treatment is unavailable in the geographical area where an offender lives, or when sex offender treatment may be cost prohibitive, the CCO and the CCS shall determine the appropriate available alternative programming or waiver of programming. The CCO shall document the reason(s) for alternative programming/waiver of programming on the OMS Chronological Log.
 - 16.2. The CCO shall verify and document attendance at least monthly.
- 17.0 The CCO shall obtain permission from the CCS prior to imposing any other special conditions related to the criminal history of sex offense(s). The CCS shall document approval in OMS.
- 18.0 The CCO shall have the offender sign the Sex Offender Registration/Notification Requirements Form 1001-1P as applicable, if the Form is not in the pre-release packet.
 - 18.1. If an offender was registered prior to release from an ADC prison, per Department Order 1001, the SOCU shall maintain a copy of the completed registration form in the special purpose file. The CCO shall verify the completed registration

- 18.2. The CCO shall instruct the offender to update their sex offender registration with the local sheriff's office, if applicable (if residence is different than original registration upon release) and provide a copy of the new registration to the CCO.
- 18.3. The CCO shall ensure that ISC offenders have registered with the local sheriff's office. This may be done by obtaining a copy of the completed registration form. The CCO shall document the verification in the OMS Chrono Notes.
- 19.0 If an offender is subject to Notification, the CCO shall advise the offender that the level of Notification is determined by the local law enforcement agency which completes the Notification, and may include a flier with the exact residence address and a press release upon each and every change of residence, thereafter, as long as the offender resides in Arizona.
- 20.0 If an offender is subject to Registration/Notification, the CCO shall verify that the offender's employer has been informed of the offender's sexual conviction history. The CCO shall document the verification in the OMS Chrono Notes.
 - 20.1. The CCO shall disclose information per section 1003.4 to an employer of any offender subject to the guidelines of this section when a special relationship or potential third party liability exists per section 1003.4.
 - 20.2. The CCO may personally notify the employer or may instruct the offender to notify the employer and verify disclosure was made either in person or by telephone.
- 21.0 The CCS shall approve all residential placements and employment for any offender defined in this section and shall document the approval by entering a Chrono Note entry in OMS.
- 22.0 If the offender is being supervised under the terms of the ISC, the CCO shall contact the SOCU via email during intake to advise of the arrival and provide mandatory information designated per CCB TM 1003.5 (Initial Intake Interview).

Return to Custody

- 23.0 The CCO shall notify the Sex Offender Coordination Unit by email, upon the arrest of any sex offender that is subject to Registration/Community Notification/SVP review (per AIMS DT08 SO screen).

Global Positioning System/Electronic Monitoring

- 24.0 Any offender convicted of "Dangerous Crimes Against Children" (ARS 13-604.01/ARS 13-705) shall be placed on electronic monitoring for the full term of supervision per ARS 41-1604.08.
- 25.0 All offenders which require GPS monitoring shall agree to the GPS Conditions #14, (ADC Form 1002-3GPS).
- 26.0 The CCO shall establish and monitor parameters which may include curfew, inclusion and exclusion zones.
- 27.0 The offender shall be staffed with the CCS for all significant monitoring violations and placed under sanctions if appropriate (refer to Sanctions attachment for Electronic Monitoring Violations).
 - 27.1 If an officer becomes aware that the offender has removed the GPS/EM device, immediate notification shall be made to the IG-Fugitive Apprehension Unit (FAU) supervisor/designee during regular business hours and after hours
- 28.0 The CCO shall ensure that all electronic monitoring guidelines are adhered to according to the electronic guidelines in section 1003.5 in this manual.
- 29.0 Electronic Monitoring will be conducted by Central Communications beginning at 1700 hours to 0800 hours. Refer to Attachment AA: After Hours Pro-Tech Monitoring Protocol for notification procedures.

1003.12 SEX OFFENDER COORDINATION UNIT/STATUTORY ASSESSMENTS

Sex Offender Registration/Community Notification/Sexually Violent Persons Review (SVP)

- 1.0 Per ADC DO #1001, Inmate Release Procedures, ADC institutions are required to identify possible sex offenders and provide a pre-release sex offender packet to the Community Corrections-Sex Offender Coordination Unit one year prior to the inmate's release date.
- 2.0 Upon receipt of the sex offender packet, the SOCU shall complete the review and determine statutory requirements pursuant to Arizona Revised Statutes for Sex Offender Registration (ARS 13-3821), Community Notification (ARS 13-3825), and Sexually Violent Persons (ARS 36-3701).
 - 2.1. SOCU shall document statutory status on designated AIMS screens (DT08 SO).
- 3.0 The SOCU shall submit the DPS Sex Offender registration form to the releasing ADC institution for completion no more than 10 days prior to release from custody, in accordance with DO 1001.
- 4.0 SOCU shall enter the notification information into the ACJIS database system in accordance with Arizona Revised Statute.
- 5.0 SOCU shall coordinate each phase of the SVP process in compliance with Arizona Revised Statute.
 - 5.1. Track status of offenders petitioned to ACPTC for SVP civil commitment until Community Supervision term expires.
 - 5.2. In cases that do not allow the necessary time frames for statutory completion, the SOCU shall document status in the SOCU file and designated AIMS screens (DT08 SO).
- 6.0 SOCU shall provide a requested Law Enforcement Packet to the requesting agency per Arizona Revised Statute.
- 7.0 As the ADC designated "Keeper of the Records" for special purpose Sex Offender Files, the SOCU shall maintain the special purpose files for 99 years after the offender's date of birth or for 1 year after the offender's date of death. After that time, the file may be destroyed in accordance with document disposal. In compliance with Archival Rules.

1003.13 HOME ARREST - AUTHORIZED MOVEMENT OUT OF RESIDENCE

- 1.0 The CCO shall give prior permission to an offender to have authorized movement out of their approved residence for any of the following reasons:
 - 1.1. Work at verified, legitimate and approved employment.
 - 1.2. Attend programming mandated by the BOEC and/or CCO which may include, but is not limited to, counseling, group therapy and chemical testing.
 - 1.3. Attend church/worship services.
 - 1.4. Visit immediate family members who are hospitalized for medical treatment.
 - 1.5. Receive verifiable medical care.
 - 1.6. Attend to necessary and verifiable living requirements that may include, but are not limited to, cleaning, laundry, grocery shopping, and auto repair.
 - 1.7. Meet job developers/CCO for employment assistance and to attend verifiable employment interviews.
 - 1.8. To attend any legitimate and verifiable function which has been authorized by the CCO, i.e., obtain identification, driver's license; appear for court hearings, etc.
 - 1.9. With authorization from the CCO, in conjunction with the CCS, attend legitimate activities which will promote family unity or individual self-worth.
- 2.0 The CCO shall verify movement out of residence for employment and mandated program participation, making a reasonable effort to verify the approved hours for movement out of residence prior to approving the movement or no later than the next scheduled contact. Verification of the above will occur weekly.
- 3.0 The CCS shall review all significant alarms for unauthorized movement out of residence. The CCO shall respond to all significant alarms per Department Order #707.
- 4.0 All Authorized Movements shall be documented in the OMS Chrono Notes.

1003.14 INTERSTATE COMPACT - INCOMING

- 1.0 Upon receipt of an incoming ISC transfer request from the sending state via ICOTS (Interstate Compact Offender Tracking System), the ISC Unit shall review the packet to ensure it is complete per Interstate Compact For Adult Offender Supervision (ICAOS) rules (<http://www.interstatecompact.org>).
 - 1.1. The AZ-ISC office shall submit an inquiry to ICE for each Transfer Request investigation which will be investigated by a Community Corrections Officer.
 - 1.1.1. The ICE inquiry will be submitted within 5 business days of receipt of the Transfer Request.
 - 1.2. Upon receipt of the ICE query, AZ-ISC shall document information provided in the offender's file upon acceptance of supervision.
 - 1.2.1. Upon offender's arrival in AZ and issuance of ADC number, the response provided by ICE shall be entered into the AIMS DT04.
- 2.0 Upon determination that transfer request is complete, the ISC shall assign case to the appropriate CCS within 2 working days of receipt, 5 working days if a review by SOCU is required.
 - 2.1. The CCS shall assign the transfer request to designated CCO for investigation, noting this on the PRI log.
 - 2.2. The CCO shall review the Transfer Request packet to ensure the incoming offender meets eligibility requirements per ICAOS rules for transfer to Arizona.
 - 2.2.1. The investigating CCO or designee shall request a criminal history check of the offender within 2 (two) work days of receiving the Transfer Request investigation and maintain the request form for the field file. Upon receipt of the criminal history documents, maintain it in the field office upon approved acceptance until case closure is validated.
- 3.0 The CCO shall conduct the community investigation per 1003.1 and within the standards of ICAOS rules.
 - 3.1. The CCO shall provide a Reply to Transfer request by the date provided by AZ-ISC. (Note: the Reply to Transfer Request date in ICOTS is not for CCO use)
 - 3.2. If the Transfer Request is approved by the CCO, the Reply to Transfer shall include reporting instructions and Conditions of Supervision for the offender.
 - 3.2.1. The CCO shall indicate in the Reply all special conditions to be imposed, DNA testing requirements and any special statutory mandates (ie: GPS tracking, sex offender registration, etc.).
 - 3.3. The CCO shall advise the sending state of any Conditions of Supervision imposed by the sending state that Arizona is unable to enforce.
 - 3.4. The CCS shall forward the Reply to Transfer Request to the AZ-ISC unit within 30 days of receipt of the Transfer Request investigation from AZ-ISC unit.
- 4.0 The requirement for GPS/EM is available in any geographic area to be determined by current Community Corrections practice and capability.
 - 4.1. ISC Investigations in which GPS/EM is not available due to current practice and capability shall continue. The inability to comply with the GPS/EM special condition shall be noted in the ISC reply (TR).
- 5.0 If the CCO is recommending Denial of Transfer Request, the CCO shall include reasons for the recommended denial in the Reply consistent with ICAOS rules.
- 6.0 If it becomes known to the investigating CCO that the offender is present in the state of Arizona without authorization during the investigation, the CCO shall:

- 6.1. Contact the Arizona Interstate Compact Unit on all cases for further direction.
- 6.2. Upon verification that the offender is present without proper authorization, the investigating CCO may submit the Reply to Transfer via ICOTS denying the transfer request.
- 7.0 All intakes for ISC offenders shall be conducted in accordance with section 1003.5.
- 8.0 ISC offenders shall be supervised consistent with Arizona Offender case supervision.
- 9.0 Any significant violation, as defined by ICAOS definition, committed by an ISC offender shall be reported on an Offender Violation Report to the sending state via ICOTS within 30 calendar days of discovery. Compact offices are responsible for submission of completed violation reports to the sending state.
 - 9.1. Upon submission of a violation report to the sending state; which cites ICAOS rules for mandatory retake or return, CC Staff shall adhere to the request for retake or return.
 - 9.1.1. Upon receipt of a violation report reply that does not agree with Arizona's request to retake or return the offender, the assigned CCO shall immediately notify the AZ-ISC Office for assistance in determining ICAOS rules compliance.
- 10.0 Interstate Progress Reports shall be submitted annually or more often as requested by the sending state via ICOTS.

1003.15 INTERSTATE COMPACT – OUT OF STATE TRANSFER

- 1.0 A CCO may initiate a request for out-of-state transfer, per Department Order #1004, and the following additional guidelines:
- 2.0 Prior to initiating the transfer request, the CCO shall determine whether the offender meets criteria for transfer per Interstate Commission for Adult Offender Supervision (ICAOS) rules via ICOTS (Interstate Compact Offender Tracking System) website <http://www.interstatecompact.org>. The offender shall be in compliance with their ADC Conditions of Supervision and currently NOT under sanctions.
 - 2.1. The CCO may initiate a request for out-of-state transfer for offenders on Home Arrest, Work Furlough or pre-reversion Transition Program. The offender will not be permitted to leave the state prior to reverting to Parole or TIS status.
- 3.0 Prior to initiating a request for out-of-state transfer, the CCO shall submit transfer request via ICOTS per ICAOS rules. The ISC Fee procedure and Transfer Request shall be processed as follows:
 - 3.1. The CCO initiating the request shall have the offender sign the Interstate Compact Application Fee Agreement for Inmates/Offenders. Upon completion, the CCO shall scan this form and submit via email to isc_parole@azcorrections.gov with the subject line: "ISC APP FEE AGREEMENT." The body of the email shall identify the offender name, ADC number and date the document was sent to AZ-ISC.
 - 3.2. The CCO shall provide the offender with the designated blue Community Corrections Fee envelope with directive to mail the required \$200 ISC Application Fee Money Order to ADC Banking for processing. The Transfer Request will be processed once fee has been received/processed.
 - 3.3. The designated Community Corrections Fee liaison shall: Upon receipt of the \$200 money order, notify the ISC Unit via email at isc_parole@azcorrections.gov of receipt of the required fee, with the offenders name and ADC number.
 - 3.4. The CCO shall submit the Interstate Compact Transfer Request 5 business days after receiving notification from ISC Unit that the ISC Fee has been received/processed.
 - 3.5. The CCO shall maintain a signed copy of the ISC APP FEE Agreement for Inmates/Offenders.
 - 3.6. The following documents shall be scanned and entered into ICOTS to be included in the Transfer Request:
 - The commitment/sentencing order
 - Pre-sentence report/detailed description of instant offense
 - Criminal history and current photographs
 - Offender Application for Interstate Transfer signed by offender
 - Conditions of Supervision signed to include all special conditions of supervision imposed by the BOEC or assigned CCO.
 - Supervision history
 - Any orders restricting the offender's contact with victims or other persons
 - Information relating to any court ordered financial obligations
 - Any information pertaining to sex offender registry, if applicable
- 4.0 If an offender is requesting an out-of-state transfer for an emergency, such as a death or serious illness of an immediate family member, the CCO shall staff the case with the CCS.
 - 4.1. If the offender is to be considered for emergency transfer, the CCO shall complete a Request for Reporting Instructions via ICOTS per ICAOS rules.
 - 4.1.1. If receiving state accepts offender for emergency transfer, the transfer request shall be submitted per 3.0 of this section. The Transfer Request must be submitted to the AZ-ISC unit within 3 business days of approval of the Reporting Instructions by the receiving state.
- 5.0 The supervising CCO and CCS shall be notified of the receiving state's decision via ICOTS.
 - 5.1. Upon acceptance, the CCO shall staff the case with the CCS to ensure the offender is "in compliance" and currently NOT under sanctions. This shall occur prior to notifying the offender of the acceptance. An OMS entry shall be made noting a

staffing was conducted with the Parole Supervisor/designee.

- 5.2. The CCO shall issue a travel permit to the offender with instructions to report as directed by the receiving state, and within 5 business days of issuance and one day of arrival in the receiving state.

5.2.1. The CCO shall fax or scan and e-mail the travel permit and signed AZ conditions of supervision to the AZ-ISC unit. The conditions of supervision shall note the address and phone number of the receiving state's Parole Office.

5.2.2. The CCO shall complete the AIMS DP02, entering code L39. The CCO shall forward the case file to the AZ-ISC unit. The AZ-ISC unit shall send the Notice of Departure to the receiving state.

5.2.3. The CCO shall advise the offender that any cost of supervision fees in arrears at the time of transfer are due and payable prior to ISC transfer, and the fee is not assessed by ADC after transfer to the ISC caseload.

- 6.0 When an **Inmate or Offender**, who is required to be GPS monitored per ARS 41-1604.08, requests an interstate compact Transfer Request:

- 6.1. AZ conditions of supervision specific to GPS monitoring shall be attached to the ISC Transfer Request.

6.1.1. Standard Conditions of Supervision with #12 and #14 checked 'yes', #13 may apply.

6.1.2. Condition #13 if applicable. (Sex offender conditions)

6.1.3. Special Condition #12, which shall include reporting to the EMU upon release from Prison and instructions for mailing the AZ GPS equipment back to Arizona upon offender's arrival in the receiving state.

6.1.4. Condition of Supervision #14; GPS Monitoring.

- 6.2. All Transfer Requests for GPS cases shall be submitted to the receiving state via ICOTS by the Deputy Compact Administrator or a designee.

- 6.3. All Transfer Requests for GPS which are accepted shall be reviewed by the DCA and another compact staff member to ensure statutory compliance has been agreed to by the receiving state.

- 6.4. Only the DCA or designee shall approve the ISC Transfer Request release program for a GPS inmate/offender.

- 6.5. If the approved Transfer Request is for an INMATE, the AZ-ISC office will notify the Electronic Monitoring Unit of the offenders release date.

6.5.1. A copy of the Conditions of Supervision the offender signed prior to release.

6.5.2. A copy of the Travel Permit.

- 6.6. The Electronic Monitoring Unit shall activate the GPS equipment and monitor the offender until his arrival and replacement of GPS equipment in the receiving state.

- 6.7. If the AZ GPS equipment is not returned to the EMU, the AZ DCA shall be contacted for assistance.

1003.16 TRAVEL PERMITS

- 1.0 CCOs may consider issuing a Travel Permit Form 1003-16P, at their discretion, to eligible offenders who meet the following criteria:
 - 1.1. Are under the active supervision of the CCB.
 - 1.2. Have provided their CCO the following information:
 - Reason for requesting a travel permit.
 - Destination address and phone number.
 - Date of departure and return, not to exceed 30 calendar days.
 - Person to be visited and relationship (if applicable).
 - Means of transportation.
 - 1.3. The offender must be current on all restitution/supervision payments to the best knowledge of the CCO.
 - 1.4. The offender must have demonstrated satisfactory compliance with the Conditions of Supervision.
- 2.0 A CCO may not consider issuing a Travel Permit to an offender if any one of the following conditions exist:
 - 2.1. The offender is on Work Furlough, Home Arrest or Electronic Monitoring.
 - 2.2. Criminal prosecution is known to be pending against the offender.
 - 2.3. The offender is known to be the subject of investigation by a law enforcement agency.
 - 2.4. Cost of supervision payments are known to be in arrears.
 - 2.5. Non-compliance with the Conditions of Supervision has been demonstrated.
 - 2.6. Travel is not in the best interest of the offender, the Department, or the community.
 - 2.7. The offender is currently on either maximum or intensive supervision level.
 - 2.8. The offender has no known legitimate reason to travel to another community.
- 3.0 CCOs supervising offenders in the regional areas bordering California, Nevada, Utah and New Mexico may issue travel permits to offenders on any level of supervision or any release status to facilitate employment at a specific job in a specific community in the bordering state with the exception of the following:
 - An offender convicted of first degree murder and is on maximum supervision.
 - An offender whose criminal history includes a sex offense conviction.
 - 3.1. The CCO shall indicate on the travel permit that the permit is issued for purpose of employment only.
 - 3.2. The CCO shall verify employment every 30 calendar days and re-issue the new travel permit every 30 calendar days.
 - 3.3. The CCO shall issue a travel permit for the purpose of seeking employment only, to cross state lines to apply for employment, for a period not to exceed one work week.
- 4.0 Travel Permits shall be processed as follows:
 - 4.1. The offender submits a request to travel to the CCO a minimum of 5 work days prior to the proposed travel unless a verifiable emergency situation exists.
 - 4.2. The CCO shall verify eligibility, complete a Travel Permit, and forward the Travel Permit to the CCS.
 - 4.3. The CCS or designee shall approve or deny the Travel Permit based on sound correctional judgment, and the criteria set

forth in 1.0, 2.0, and 3.0 above, exercising considerable discretion before authorizing out of state travel for any offender. Travel Permits shall not be issued any more than 3 calendar days prior to travel for metro offices and no more than 5 calendar days prior to travel for regional offices.

4.3.1. The CCS shall grant a Travel Permit to an offender on temporary release only under verified emergency circumstances or if their case has been accepted for supervision by another state under terms of the ISC.

4.4. If approved, the CCO shall instruct the offender to pick up a copy of the Travel Permit in person.

4.5. The CCO shall complete any additional information on the Travel Permit, and indicate any special instructions deemed necessary by the CCO or CCS.

4.6. When the offender picks up the Travel Permit, the CCO shall review all instructions designated on the Permit, and shall obtain the offender's signature. Place a copy of the permit in the Offender file.

4.7. The CCO shall document the Chrono Notes in OMS.

5.0 In cases of emergency, the prior notification and/or office visit requirements may be waived by the CCS and travel permission is processed as follows.

5.1. The CCO shall verify eligibility and circumstances concerning the emergency and shall obtain approval or denial from the CCS.

5.2. The CCO shall notify the offender in person or by telephone of the approval of the Travel Permit and special instructions deemed necessary by the CCO or CCS.

5.3. The CCO shall document the Chrono Notes in OMS within one work day of approval.

5.4. Regional CCOs shall staff the case with the supervisor and obtain verbal approval and shall document on the chronological log in OMS.

6.0 Travel Permits may be issued in exception to the criteria in 1.0, 2.0, and 3.0. The CCO shall complete a Staff Report detailing justification for the exception to include but not limited to the following information:

- The offender's criminal history
- Length of time under supervision
- Current residence/employment
- Transition programming attended (if applicable)
- Adherence to special Conditions of Supervision
- Cost-of-supervision and restitution balances
- The proposed travel arrangements and accommodations
- An explanation of the exception to criteria

6.1. The CCS shall review the report and may approve the Travel Permit in exception to criteria.

1003.17 IN-STATE CASE TRANSFERS

- 1.0 The CCO may transfer supervision of an offender under the following circumstances:
- 1.1. The offender moves to a new approved residence which is outside of the assigned geographical area of the assigned Community Corrections Office or to a caseload in the same unit, as designated by the CCS, except when the change of residence is a temporary move of 30 calendar days or less.
 - 1.1.1. Officers that initiate a case transfer within the same office, and upon approval or direction of the Supervisor, shall immediately accept the case and update the AIMS DP02, DP04 and DP12.
 - 1.2. It is in the best interest of the offender or assigned CCO, such as, when there would be a conflict of interest or the assignment could become libelous or when an offender has special needs which may be more appropriately addressed by another CCO.
 - 1.3. The sending CCO verifies sponsor, address and appropriate placement in person or via phone. The Offender may move prior to the receiving CCO making contact with sponsor.
 - 1.4. Registerable/Notifiable (R/N) Sex Offenders, offenders with STG affiliations or a history of violence may NOT move prior to an approved staffing between CC Supervisors/CCO SRs.
- 2.0 The CCO may not transfer supervision of an offender under the following circumstances:
- 2.1. There are known pending criminal charges against the offender or an investigation is on-going which could result in charges being filed or technical violations of Conditions of Supervision have occurred necessitating due process activity.
 - 2.2. When the offender is within 70 calendar days of expiration of sentence.
 - 6.1.1. Transfers of offenders with less than 70 calendar days remaining may be authorized upon agreement between office supervisors or at the direction of the CC Manager.
- 3.0 The CCS shall approve all transfers. The receiving CCS shall approve any exception to criteria in 1.0 through 2.0, prior to transfer.
- 4.0 The CCS in the receiving unit shall return the case transfer under the following circumstances:
- 4.1. The offender does not report, as instructed, to the receiving CCO or cannot be located by the receiving CCO.
 - 4.2. The offender commits criminal offenses after the transfer has been forwarded, and prior to the initial contact with the receiving CCO.
- 5.0 The receiving CCO shall retain a case transfer in which the offender commits violations of Conditions of Supervision and/or criminal offenses after the initial contact with the receiving CCO.
- 6.0 When a case transfer is returned to the sending CCO, the CCO or CCS returning the case shall document the reason(s) for return of the case transfer on the Chronological Log.
- 7.0 If an offender moves to an address within the geographical boundaries of another Community Corrections Office, without prior permission of the assigned CCO, the assigned CCO must determine if such a move constitutes valid reason to request a warrant. If a request for warrant is not made, the CCO proceed with the case transfer.
- 8.0 Case transfers shall be processed as follows:
- 8.1. With the approval of the CCS or designee, the sending CCO will send a priority email to the CCS and CCO SR of the respective receiving office, including CC: to their CCS and CCO SR.
 - 8.2. The following information shall be included in the transfer request email:
 - 8.2.1. **Subject:** CASE TRANSFER REQUEST

- 8.2.2. Offender Name and ADC number.
- 8.2.3. Supervision Level:
- 8.2.4. CSED:
- 8.2.5. Date and violation of any violation(s) which occurred in the past 60 days.
- 8.2.6. Sponsor Name and Relationship.
- 8.2.7. Address and Contact telephone number.
- 8.2.8. Date and manner (phone vs. in person) sending CCO made contact with sponsor.
- 8.2.9. Scan of the release packet if not located in release packet database.
- 8.3. The CCS or designee of the receiving office shall assign a CCO to the transfer case and shall document assignment of transfer request on office Transfer Log (Attachment F).
- 8.4. The CCS or designee shall forward the transfer request to the assigned receiving CCO specifying the due date, including cc: to the sending CCO and respective supervisors.
- 8.5. The receiving CCO shall verify and approve the residence change per section 1003.1 prior to accepting the case transfer. The CCO shall complete the verification and approval within 10 work days (15 in Regional areas) of email transmission of the transfer request and will reply (to all) with the pertinent reporting instructions upon completion and acceptance of the case transfer.
- 8.6. The case transfer will be automatically approved by default if the receiving office does not reply within the given timeframe. The receiving CCS or designee is not required to consent to acceptance. This rule shall NOT apply to Registerable/Notifiable Sex Offenders.
- 8.7. Registerable/Notifiable Sex Offenders shall require approval of the receiving CCS or Designee prior to moving and acceptance of a case transfer.
- 8.8. The sending CCO shall contact the offender and provide the offender with the receiving CCO's full name, address, telephone number and reporting instructions.
 - 8.8.1. Directive of reporting instructions shall be documented in the case notes.
- 8.9. The sending CCO shall complete and forward an ISC Progress Report via ICOTS on all accepted transfer cases.
- 8.10. The receiving CCO shall complete the appropriate AIMS DP02, DP04 and DP12 entries, once offender reports for initial contact with the receiving officer.
- 8.11. The receiving CCO must make personal contact with the sponsor at the approved residence within 30 days of the transfer request.
- 8.12. The sending CCO shall forward the offender's case file.
- 8.13. The sending and receiving CCS or designee shall audit the case file and enter the file on a case transfer log.

1003.18 REVERSION OF OFFENDERS

- 1.0 At initial intake or thereafter, the CCO shall review the AIMS DT08 to determine whether the next possible reversion is a BOEC granted or administrative release.
- 2.0 If the reversion is to a BOEC release, the CCS shall ensure the CCO is aware of the applicable month the BOEC hearing should be held, and both shall review the AIMS DI66 to determine if the hearing has been scheduled.
- 3.0 The CCS shall maintain a reversion tracking system. If the hearing has not been scheduled, the CCS shall note the applicable month of the hearing in the reversion tracking system. If the hearing is not scheduled in the applicable month, either the CCS or CCO shall advise the CCB Release Specialist to have the offender added to the BOEC agenda after certification.
- 4.0 When notified by the Release Specialist of the scheduled BOEC hearing, the CCO shall complete a Progress Report for Parole Board Hearing Form 1003-14PF or the CCO shall have the offender sign the Hearing Application/Waiver Notice, or Postponement Form 1003-21PF. An offender may waive a BOEC appearance if within 6 months of an administrative release.
- 5.0 Either by use of the reversion tracking system or reviewing the BOEC agenda, the CCS shall ensure the CCO completes a Pre-Release Authorization for offenders on Work Furlough or Home Arrest after they have been granted Parole or Work Furlough, or for offenders who will revert to an Administrative release date.
 - 5.1. If the offender is reverting to a BOEC release, the CCO shall submit the Pre-Release Authorization within 15 work days following the BOEC hearing.
 - 5.2. If the offender is reverting to an Administrative release, the CCO shall submit the Pre-Release Authorization within a minimum of 15 work days prior to the Administrative release eligibility date.
- 6.0 The CCS shall forward the Pre-Release Authorization to a CCB Administrator within 1 work day of approval.
- 7.0 The Release Unit shall determine the effective release date after reviewing the applicable AIMS screens.
- 8.0 The Release Specialist shall request an "Audit Release Verification" from Offender Services Bureau, Time Computation Unit.
 - 8.1. After the pre-release is completed, the Pre-Release Authorization is forwarded to the assigned CCO.
 - 8.2. When an offender is reverting from Home Arrest, one copy of the approved Pre-Release Authorization with the effective release date is forwarded to the Release Unit. The Release Unit shall determine the amount the offender owes for electronic monitoring fees through the effective release date, and shall advise the supervising CCO.
 - 8.3. The CCO shall have the offender sign new Conditions of Supervision within 3 work days of receipt of the Pre-Release Authorization in the metropolitan area, or within 10 work days of receipt in the regional areas, if the release eligibility date has passed. If the release eligibility date is in the future, the CCO shall have the offender sign new Conditions of Supervision prior to or within 1 work day of the effective reversion release eligibility date.
 - 8.4. Upon receipt, the CCO shall have the offender sign either the Proclamation or Disposition printed from AIMS DI67.
- 9.0 Upon the effective release date, the CCO shall complete the AIMS DP02 screen to reflect the effective release date as indicated on the Pre-Release Authorization.
 - 9.1. If the offender is reverting from Home Arrest, the CCO shall complete the AIMS DP02 screen to reflect a case transfer to the appropriate CCO, per section 1003.17, if applicable.
- 10.0 Reversion of offenders sentenced under Truth in Sentencing (on or after 1-1-94) shall be completed on AIMS DP02 to reflect the appropriate release type. This is an automatic reversion and does not require a new release program or updated Conditions of Supervision. The CCO shall complete the appropriate AIMS DP02 entry within one working day of reversion.
 - 10.1. Offenders released on a Legislative early release program (ex: Transition Program- formerly known as SB1291) shall be coded TR upon release on the AIMS DP02. Upon reaching the CSBD, the AIMS DP02 shall be updated to reflect TS on the reversion date (CSBD).

- 10.2. Offenders sentenced between 1-1-94 – 7-13-95 are considered Unblended TIS. These offenders are considered an Administrative Release (TR). The DP02 shall be completed to reflect TR. Upon reaching the ERCD, the DP02 entry shall be completed to reflect TS.

1003.19 RESTITUTION AND OTHER COURT ORDERED PAYMENTS

- 1.0 The CCO shall review the sentencing documents regarding court ordered payments with the offender, shall direct the offender to contact the appropriate Clerk of the Court and shall document the Facesheet. If the offender owes any court ordered payments, the CCO shall provide the offender with the Restitution Information (Attachment G).
 - 1.1 The CCO shall inform each offender of the right to petition the sentencing court for a modification in payment or dismissal of restitution owed.
- 2.0 A CCO may become aware that an offender is in arrearage in restitution payment by being notified by a victim, the staff of the court, or by the offender. If the CCO has reason to believe any offender is delinquent in payment of restitution, the CCO shall discuss this with the offender to determine if the delinquency is temporary or whether further sanctions should be considered per section 1003.24.
 - 2.1 If the offender is on a release granted by the BOEC, the CCO shall inform the offender that the delinquency may be reported to the BOEC.
 - 2.2 To report a delinquency to the BOEC, the CCO may write a Staff Report indicating that the CCO has reason to believe the delinquency in restitution payments is attributable to an intentional refusal by the offender to obey the order of the court, and the offender is not making a good faith effort to obtain the monies required for the payment of restitution, if applicable. The CCO shall attach a Financial Statement Form 1003-10P which has been completed by the offender.
 - 2.3 A CC Manager or designee shall forward the Staff Report and Financial Statement to the Chairman of the BOEC.
- 3.0 When forwarding the case file documentation, per section 1003.30 for an offender who has been court ordered to pay restitution, fines and/or fees by any county court, the CCO shall:
 - 3.1 Complete the Judgment Creditor Form (*Attachment AC*)
 - 3.1.1 Complete the fields for the offender's information.
 - 3.1.2 Utilize the drop down boxes indicating the receiving Court and ensure each line has the same letter designator.
 - 3.2 Send the document to the designated Sentencing Clerk of the Court via email.
 - 3.3 Complete the closeout entry in the Chronological Log in OMS indicating the form was sent, to whom. Print a copy of the form for the closeout of the file per 1003.30.

1003.20 COMMUNITY CORRECTIONS FEES-**OFFENDERS ON ARIZONA PAROLE, WORK FURLOUGH, HOME ARREST, TIS, AND ISC****COMMUNITY CORRECTIONS FEES-**

- 1.0 All fees associated with ADC-Community Supervision shall be collected and processed in accordance with this Technical Manual. Community Corrections staff shall not accept/process any fee payments from any offenders. Staff shall assist the offender by providing directive/instructions regarding the designated fee payment methods. Required fees may include but are not limited to the following categories:
 - 1.1. Cost of Supervision Fees
 - 1.2. Substance Abuse Testing Fees
 - 1.3. Interstate Compact Application Fees
 - 1.4. Interstate Compact GPS Fees
 - 1.5. Arizona offender GPS Fees
 - 1.6. Community Corrections Center Program Fees
 - 1.7. Legislative Program Fees
- 2.0 Each category of fee above shall be paid through designated available means.
- 3.0 The CCO shall monitor fee payments/delinquencies, address any delinquencies with offender and document status in OMS.
- 4.0 Upon initial intake and as additionally required, the CCO shall provide offenders with instruction of payment process as follows:
 - 4.1. Mail Payments:
 - 4.1.1. Offender is required to make all payments via ADC-Community Corrections blue fee collection envelope
 - 4.1.2. CCO shall provide offender with envelopes as needed
 - 4.1.3. Offender is responsible for completion of envelope documentation
 - 4.1.4. Offender is responsible for postage and mailing payment to ADC
 - 4.2. Online Payments and Kiosk process information shall be provided to offender as methods become available.

Cost of Supervision Fees (COS)

- 5.0 The CCO shall inform the offender of the first payment due date and designated payment method. Payments by mail shall be made via money order through the ADC-Community Corrections blue fee collection envelope.
- 6.0 All offenders supervised under the terms of the ISC, and all offenders released under TIS or on a release granted by the BOEC are statutorily required to pay Cost of Supervision (COS) fees, unless exempted, in accordance with ARS 31-411.
 - 6.1. When completing an ISC Reply to Investigation, for acceptance of supervision of an offender who has not yet arrived in Arizona, the CCO shall indicate in the ISC Reply that the offender shall be required to pay a \$65.00 per month COS.
- 7.0 During the initial contact with an offender, when applicable, the CCO shall have the offender sign Conditions of Supervision that include the standard condition to pay fees as directed by the BOEC or Statute.
 - 7.1. Work Furlough or Parole offenders shall be assessed at the end of the month, which is a minimum of 30 calendar days after the effective Work Furlough or Parole eligibility date, unless otherwise stipulated by the BOEC. Offenders being supervised on Work Furlough or Parole are not assessed fees while on Temporary Release.
 - 7.2. ISC offenders shall be assessed at the end of the month, which is a minimum of 30 calendar days after the date the offender has signed Conditions of Supervision.
 - 7.3. TIS offenders, whose offense date was prior to 7/13/95, shall be assessed at the end of the month, which is a minimum of 30 calendar days after the effective ERC date.
 - 7.4. TIS offenders, whose offense date were on or after 7/13/95, shall be assessed at the end of the month, which is a minimum of 30 calendar days after release.
 - 7.5. Home Arrest offenders shall be assessed daily beginning on the date of release, unless otherwise stipulated by the BOEC.

Substance Abuse Testing Fees (SAT)

- 8.0 All offenders supervised under the terms of the ISC, and all offenders released under TIS or on a release granted by the BOEC shall be required to pay Substance Abuse Testing (SAT) fees, in accordance with ARS 31-411, 31-418, 31-464.06, 31-1604.13, unless exempted per established guidelines of this section and provided that a mechanism for collection is established.
- 8.1 Substance Abuse Testing Fees shall apply to all offenders that are on Community Supervision or released from custody to Community Supervision on or after August 2, 2012 (effective date of statute).
- 8.2 Offenders shall be assessed the established ADC standard testing fee; which shall not exceed the Department's cost for testing, per statute.
- 8.3 All offenders that have been identified as requiring Substance Abuse testing shall be assessed at the end of the month, which is a minimum of 30 calendar days after release.
- 8.4 Offender shall be required to pay Substance Abuse Testing Fees in accordance with the established payment method.

Interstate Compact Fees

- 9.0 Fees associated with Interstate Compact (ISC Application Fees and ISC GPS Fees) shall be processed in accordance with sections 1003.14 and 1003.15 of this manual.
- 9.1 Offenders shall be required to pay ISC Fees in accordance with the established payment method.

Legislative Program Fees

- 10.0 If it is determined that an offender is responsible for any fees associated with a legislative Community Supervision program, fees shall be processed in accordance with established procedures.
- 10.1 Offender shall be required to pay Legislative Program Fees in accordance with the established payment method

Community Corrections Center Fees

- 11.0 Offenders participating in a Community Corrections Center (CCC) program may be subject to CCC fees. Offenders shall be assessed established fees in accordance with established procedures.
- 11.1 Offender shall be required to pay Community Corrections Center Fees in accordance with the established payment method.

Exemptions

- 12.0 If the CCO has reason to believe that the offender should be recommended for a partial or full exemption from paying any category of required fees under Community Supervision, the CCO shall assist the offender in completing a Financial Statement Form 1003-10P.
- 13.0 A CCO may request a partial exemption based on the following criteria:
- 13.1 The offender is recovering from an accident or illness.
- 13.2 The offender is unemployed due to layoff (not offender's fault).
- 13.3 Lack of employment opportunity in the geographic area.
- 13.4 Partial physical/mental disability.
- 13.5 Temporary financial difficulty or crisis within the offender's family due to extraordinary circumstances (fire, flood, car repairs, or employment, etc.).
- 13.6 Other financial obligations which are court-ordered and which may cause excessive burden (restitution, court fees, etc.).
Note: payment of supervision fees to sending state does not apply; however, the CCO can make a recommendation to the sending state to exempt offender from dual payment.
- 13.7 Full-time student (vocational, academic or trade school).
- 13.8 Retired - on limited fixed income.

14.0 A CCO may request a full exemption based on the following criteria:

- 14.1. Physical/mental disability.
- 14.2. Hospitalization; long-term injury.
- 14.3. In-patient program.
- 14.4. Extraordinary circumstances as determined by CCO and approved by CCS .
- 14.5. Fees assessed during a period the offender was incarcerated in county jail or in an ADC prison pending the completion of revocation processes.

15.0 The CCO shall review and attach the Financial Statement (Form 1003-10) to a Staff Report. In the narrative section on the Staff Report, the CCO shall indicate the justification for the recommendation of a partial or full exemption, any arrearages and the verification of the financial details.

16.0 Exemption requests shall be approved or denied by the CCS and shall be forwarded to the designated Community Corrections Fee staff for adjustments if fees are to be waived.

16.1. A CCS shall review the Staff Report and indicate approval by initialing and dating the Staff Report and forwarding this to the designated CC Fee staff for processing, the ISC and TIS offenders, to the BOEC for offenders on a BOEC release, and the supervising CCO.

16.2. Upon receipt of the BOEC decision, the documentation is forwarded to the designated Release Unit staff for processing, if approved. If denied, the CCO is notified by the BOEC through the designated CCB staff.

17.0 Community Corrections Officers shall follow the process described in this section to determine an offender's indigence and/or ability to make partial payments or be exempted from paying any fee associated with ADC Community Supervision.

18.0 If the offender is 60 or more calendar days delinquent in payment of any category of ADC Community Supervision Fees, the CCO shall personally notify or send a letter to the offender informing of the delinquency and shall document the Chronological Log in OMS. All fee arrearages must be paid current within 30 days of notification or as otherwise directed by the CCO. The CCO may impose sanctions per section 1003.25 if the offender fails to pay.

19.0 If an offender is in violation of a Condition of Supervision due to an intentional refusal to make a good faith effort to pay any Community Supervision fees, the CCO may impose sanctions.

19.1. If an ISC offender is in violation of a Condition of Supervision for refusal to pay any fees associated with Community Supervision the CCO may impose sanctions.

20.0 The CCO shall require an offender on Home Arrest to pay all fees assessed while on Home Arrest, prior to reverting from Home Arrest to an Administrative release or a BOEC release.

21.0 To accomplish accurate financial assessments, the CCO shall update the AIMS DP02 screen, entering S06, designating an offender's placement in a halfway house/group home. This designation allows for the waiving of the COS fee, due to financial hardship. The CCO shall update the DP02 screen as soon as the offender enters the approved placement. The waiver may be in effect until the time the offender relocates to a new residence or has the ability to pay the COS fee and/or CAP fees.

21.1. Upon intake and the initial entry on DP02, an S06 shall be entered the FOLLOWING working day. A same day entry will inhibit the creation of appointments within the OMS.

22.0 REFUND PROCESS- Fee refunds shall be processed as follows:

22.1. Upon determination that a refund is required, the CCO shall complete a Staff Report providing detailed justification for refund.

22.2. The CCS or CCO SR shall submit the approved refund request (Staff Report, form 1003-5) via email to the designated Community Corrections Fees staff (Release Unit).

22.3. CC Fees staff shall attach the received justification report to a Refund Request Memo and forward to Central Office

Accounting for processing.

22.3.1. CC Fees staff shall complete appropriate AIMS comments to reflect when refund request was submitted

22.3.2. Central Office Accounting shall provide CC Fee staff with notification of date and amount refunded to offender. Refund shall be documented in AIMS and OMS.

23.0 FEE ASSESSMENTS- Community Corrections Fees staff shall complete all fee assessments/processing per the established fee processing reference guide.

1003.21 SUBSTANCE ABUSE TESTING

- 1.0 CCOs shall conduct a comprehensive review of the offender's history in order to determine whether testing is required and necessary. The following shall be considered when making determination for referral:
 - 1.1. Review of offender's PSI, AIMS, criminal history and/or self admission, which indicates prior history of substance abuse that has caused a problem/interference with life (i.e. social, legal, health, etc.).
- 2.0 CCOs and CCSs may request a urine sample (UA), oral swab, blood sample, breathalyzer from any offender under active supervision of the CCB at any time reasonable suspicion exists to believe the offender may be using alcohol and/or illegal drugs in violation of Conditions of Supervision.
 - 2.1. The CCB maintains contracts with outside vendors to collect and test urine samples. UA samples are collected in accordance with the contract. The collection of urine samples shall be the preferred method of testing.
 - 2.2. Oral swab testing shall only be used as dictated per the situation or in areas where there is no immediate testing laboratory for offenders to provide urine samples.
 - 2.2.1. If an Oral Swab is used and a positive result for Methamphetamine is detected by the CCO, an LC/MC analysis shall be requested for final confirmation.
 - 2.3. Spice- Testing may be conducted upon staffing/prior written approval of the CCS as follows:
 - 2.3.1. The CCO shall staff justification for Spice testing with the CCS
 - 2.3.1.1. Reasonable cause must exist and be documented in OMS indicating justification for testing.
 - 2.3.2. Upon approval, the CCS shall document authorization in the OMS case notes.
 - 2.3.3. Confirmation testing shall NOT be conducted on Spice results.
- 3.0 For all offenders mandated to substance abuse testing by the BOEC, the sending state, or as determined by the CCO, the offenders shall be required to submit to substance abuse testing through the agency contracted vendor. The CCO shall generate documentation in OMS when an offender is assigned to and removed from the Substance Abuse testing program and all subsequent results of provided specimens.
 - 3.1. All offenders assigned to substance abuse testing shall be assessed the standard fee one (1) time per month regardless of the testing frequency.
- 4.0 For all offenders determined to require substance abuse testing, the CCO shall require 1 (one) test per month with the standard Broad Screen- 4 Panel test.
 - 4.1.1. Additional testing may be conducted with supervisor approval in conjunction with appropriate substance abuse interventions (i.e. treatment, programming).
 - 4.1.2. If the offender is participating in an in-patient program, wherein the offender is not permitted to leave the treatment facility for a specified period of time during the initial phase of treatment, the CCO shall request a UA within the first 30 days after the offender is permitted out of the facility.
 - 4.2. If there is reasonable suspicion to believe the offender has relapsed into substance abuse, the CCO may require the offender to submit additional UA(s) beyond the frequency delineated in this section, with Supervisor approval.
 - 4.3. The CCO may impose color code monitoring not to exceed the guideline established above and shall document both color and frequency. If color code frequency is due to sanction, a set timeframe for the expected compliance, minimum of 30 days from date of intervention/sanction, with a follow-up and removal upon successful completion of the sanction period.
 - 4.4. CCOs shall monitor compliance and results no less than once per week for each offender on their assigned caseload.

- 5.0 After a review of the offender's AIMS screens, substance abuse history and/or other reliable information, the CCO shall determine the number of screens for each urine sample and complete the contract vendor form.
- 5.1 CCSs shall be responsible for ensuring that the total number of screens and the test frequency requested by the CCOs in their assigned office is reasonable and complies with this section. CCOs must justify to the CCS, any requests for an additional number of screens and/or UAs collected, which vary from the standard number designated in this section.
- 6.0 A supply of sterilized urine sample containers shall be maintained in each Community Corrections Office in a secured area, as designated by the CCS, to be utilized by a CCO who may direct an offender to provide a urine sample at the Community Corrections Office.
- 7.0 If CC staff obtains the UA, it shall be completed as follows.
- 7.1 A CCO of the same gender shall accompany the offender to the restroom and monitor the collection.
- 7.2 The CCO shall monitor one offender at a time.
- 7.3 If the offender claims inability to produce a sample, the CCO shall require the offender to remain under staff surveillance until instructed otherwise.
- 7.4 All samples taken by CC staff shall be properly labeled and signed by the witnessing staff member and immediately placed in a locked, secured area and/or container to preserve the chain of evidence.
- 8.0 The CCO shall request a confirmation test for a methamphetamine Positive UA, if initiating due process. The offender may obtain confirmation by alternative methods at their own expense for any Positive test for which the offender denies substance use.
- 9.0 Upon receipt of the UA results, the CCO shall document the results in the OMS Chrono Notes.
- 9.1 If the results are positive, the CCO shall impose a sanction per section 1003.25. The CCO shall document the sanction in OMS.
- 9.2 Printed urinalysis results are required only for following purposes:
- 9.2.1 Exhibits in warrants of arrest for positive results.
- 9.2.2 A printed Compliance Summary Report indicating entire substance abuse testing history for Case Closures.
- 10.0 The CCO shall impose a sanction per section 1003.25, if an offender is directed to provide a UA, and fails to comply with this direction. The CCO shall document the sanction in the OMS Chrono Notes. Sanctions shall be in accordance with the Sanction Guidelines.

1003.22 OFFENDER PROGRAMMING

Employment

- 1.0 The CCO shall refer an unemployed offender who is employable, to a Department job developer or a community agency unless the offender is engaged in an alternate program as approved by the CCO. When referring to a Department job developer, the CCO shall provide the job developer criminal history information and any other relevant information, to preclude a Potential special relationship or third party liability per section 1003.4. The CCO may direct an offender to complete a Job Search Log (Attachment H). The CCO shall document the referral on the Facesheet and/or Chrono Notes in OMS.
 - 1.1. The job developer will submit monthly statistics to their CCS indicating the number of offenders referred and placed in programs and/or employment CCO positions.
- 2.0 With the exception of Home Arrest, which is verified weekly, per section 1003.13, the CCO shall verify employment upon personal contact visit.
 - 2.1. The CCO shall document employment verification in the Chronological Log in OMS. Initial documentation of employment shall include: place of employment, name of supervisor, address, phone number, position and wages/salary.
 - 2.2. The CCO shall make personal or phone contact with the employer when an offender is on Home Arrest, has a history of violence convictions, or has a history of a sex offense convictions per section 1003.11.
 - 2.3. The CCO may verify employment via personal contact with the employer, via telephone contact with the employer, via other electronic contact with the employer such as e-mail and/or through pay stub verification, to include current wage and hours worked.
- 3.0 If an offender claims he/she is unable to work, he/she shall be required to provide official documentation.

Behavioral Health Services – (Mental Health, Anger Management, Sex Offender)

- 4.0 The CCO shall review the offender's file to determine if the offender has a history of behavior which indicates the offender should participate in behavioral health programming. The CCO shall refer the following offenders to appropriate programming based upon review of the designated AIMS screens, Criminogenic risk/needs (OMS Case plan/FROST) and offender file review:
 - 4.1. Mental Health- Offenders with a classification score of MH3 and above or as determined by the offender's mental health status/history.
 - 4.2. Anger management- Offenders with a current conviction for assaultive, violent, and/or threatening behavior, and/or intent to commit these offenses shall be referred for anger management treatment. Any prior conviction for assaultive, violent, and/or threatening behavior, and/or intent to commit these offenses shall be staffed with a supervisor to determine programming needs.
 - 4.3. Sex Offender- Refer to section 1003.11, subsection 16.0 for treatment guidelines.
 - 4.4. All offenders conditioned to participate on a BOEC granted release.
 - 4.5. Offenders who have reverted from one BOEC granted release to another BOEC granted release are not required to participate in additional programming except as conditioned by the BOEC.
- 5.0 When feasible, the CCO shall refer an offender to programming at an agency, or organization or with an individual in the Regional Behavioral Health Authority (RBHA) network approved by the Arizona Department of Health Services (DHS).
 - 5.1. The CCO shall complete the Behavioral Health Services- Program Referral provided by the RBHA (Attachment I).
 - 5.2. The CCO shall ensure the referrals are faxed upon intake, to the applicable RBHA. The designated RBHA staff will assist in scheduling the offender's initial intake appointment with the community agency, wherein the offender will participate in programming and will ensure the CCO receives program participation attendance reports.

- 5.3. When an offender has less than 90 days of community supervision time and is to be referred for programming, per the criteria in 5.0, the CCO may refer an offender directly to a community agency for programming.
 - 5.3.1. Upon approval by the CCS, the CCO may postpone the offender's referral to programming until a specified period as determined by the supervisor as a result of the offender living in a specific community program which prohibits the offender from leaving the facility for offsite program services. The CCO shall verify with the community facility, the date the offender will be allowed to participate in outside programming.
 - 5.3.2. Within 30 days of offender's eligibility to participate in outside programming the CCO shall refer the offender to programming as outlined in section 5.0.
 - 5.3.3. All offenders who are not referred for services as a result of a postponement defined in 5.3.1 shall be referred to programming services as outlined in section 5.3 once the postponement has expired, regardless of the amount of time they have left under supervision, unless an exception has been approved by the CCM.
- 5.4. When the CCO determines an offender should participate in programming which is not in the RBHA network, the CCO may refer the offender directly to the community agency for programming. The CCO shall be responsible for verifying the offender's participation in this programming.
- 5.5. The CCO shall document program referrals, verification of attendance and/or receipt of progress reports on the Face sheet and/or Chronological Log.
- 5.6. The CCO shall complete and forward the Behavioral Health Services Notification of Change form (Attachment I-1) and/or e-mail to the RBHA as changes occur.

Substance Abuse Programming: Substance Abuse Treatment/12-Step Programs/Rational Recovery Program

DEFINITIONS:

Treatment- Certified clinical programs facilitated by licensed counselors/therapists (may be in-patient/out-patient per offender need).

12-Step Programs (spiritual)- Nationally recognized substance abuse recovery support groups.

Rational Recovery programs (non-spiritual, counterpoint to 12-step)- Nationally recognized substance abuse recovery support groups.

- 6.0 Substance Abuse- The CCO shall review the offender's file to determine if the offender has a history of behavior which indicates the offender should participate in substance abuse treatment/programming. CCOs shall refer the following offenders to appropriate programming based upon comprehensive review of the offender's history: designated AIMS screens (DI93, DI83), Criminogenic risk/needs (OMS Case plan/FROST), offender's admission of substance abuse and offender file review:
 - 6.1. Offenders who have completed a certified treatment program while incarcerated (most recent incarceration) shall be referred for aftercare, 12-Step or Rational Recovery program in the community as appropriate. Offenders who have not completed a certified treatment program while incarcerated and have the designated AIMS score of SA3 and above or as determined by the offender's substance abuse status/history shall be referred for an assessment to determine whether programming/treatment is required.
 - 6.2. When referring offenders for a substance abuse programming assessment, the CCO shall provide the assessing agency with the offender's previous treatment/program completions in order to avoid duplication of services; which may be ineffective/detrimental to the recovery and supervision of the offender.
- 7.0 The CCO may refer offenders with a substance abuse history to recognized recovery programs or treatment as deemed appropriate to need (i.e. relapse sanction, current substance abuse behavior and no prior involvement in treatment or support program).
- 8.0 The CCO shall refer an offender who has been conditioned by the BOEC to participate in treatment, 12-Step or support groups.
- 9.0 If an offender objects to participating in 12-Step program/support groups based upon the offender's beliefs, the CCO shall refer the offender to alternate recovery support groups.
- 10.0 The CCO shall provide the offender with a 12-Step/Support Group Attendance verification form (*Attachment J*) and place completed copy in field file. The CCO shall document dates of attendance in the Chrono Notes.

Legislative Programs/Grant Programs/ADC Programs: (see definitions page for program descriptions)

- 11.0 Residential Community Behavior Modification Program (ARS 42-3106)
 - 10.1 The CCO shall determine eligibility, obtain authorization from the CCS/CCO SR and coordinate through the designated program coordinator.
- 12.0 Transition Program (ARS 31-281)
 - 11.1 Offenders are screened for eligibility by the institution COIII and designated program coordinator prior to release. The CCO conducting initial intake for approved offenders shall complete referral to contracted provider during initial intake.
- 13.0 Grant Programs: All staff designated duties related to CC grant programs shall comply with grant requirements.
 - 13.1. CC staff shall coordinate all grant referrals through the designated Grant Manager, complete/submit the required program documentation for statistical data collection/reporting and attend all required training related to the grant.
- 14.0 ADC Programs: CC staff shall utilize available ADC programs to promote offender reentry success when appropriate:
 - 14.1. Community Accountability Program (CAP)- The CCO shall determine eligibility, obtain authorization from the CCS/CCO SR and utilize the CAP in accordance with section 1003.24.

Community Corrections Centers (CCC): (see definitions page for program overview)

- 15.0 CC staff shall utilize services of the designated CCC in their supervision area to promote offender reentry success as deemed appropriate to include:
 - 15.1 Day Reporting (non-residential)
 - 15.2 Intervention/sanction (residential)
 - 15.3 Intensive treatment with residency
 - 15.4 Temporary emergency housing (non-sanction)
- 16.0 Community Corrections staff may refer offenders to a Community Corrections Center Program as follows:
 - 16.1. The offender's involvement in any CCC Program requires offender's written CCC Voluntary Participation Agreement (*Attachment FF*).
 - 16.2. Upon completion of staffing with CCS to determine appropriate program referral, submit the completed CCC Referral Form (*Attachment EE*) to the designated CCC program intake staff. Referral shall be documented in OMS.
 - 16.3. Upon completion of CCC referral assessment and acceptance into appropriate CCC Program, the CCO shall receive notification of offender's acceptance and report date.
- 17.0 Upon acceptance into a CCC program, the assigned CCO and designated CCC staff shall maintain regular written communication regarding the offender's progress/status in the assigned program (OMS, AIMS, email and other designated means).
 - 17.1. The supervising CCO shall maintain oversight of the offender's Community Supervision and actively participate in CCC staffings regarding offender's case status determination.
- 18.0 Offenders participating in any CCC program shall be required to adhere to all policies/procedures established under DO 1006, Community Corrections Centers, in addition to established terms of Community Supervision.

1003.23 FIELD SUPERVISION - SEARCH AND SEIZURE

Definitions: For the purposes of this search section the following definitions apply:

Reasonable Suspicion: Is a legal standard in United States law that a person has been, is, or is about to be engaged in criminal activity based on specific and articulated facts and inferences. Reasonable suspicion is evaluated using the "reasonable person" standard, in which said person in the same circumstances could reasonably believe a person has been, is, or is about to be engaged in criminal activity; such suspicion is not a mere hunch.

Field Contact: Is a face to face visit with an offender on community supervision or administrative release. This can occur at the offender's residence, place of employment, counseling agency or other location other than the Community Corrections Office. This involves a CCO meeting with an offender in their environment to satisfy the required minimum supervision expectations and the needs of the clientele.

Compliance Check: The cursory search of a residence comprising of the offender's room and common areas of the residence and property. All compliance checks shall be conducted in a team of two or more officers and be conducted a minimum of one (1) time monthly per office.

Cursory Search: A visual check of the area, residence or rooms under the control of the offender for identification of safety issues, weapons or contraband in plain view. This cursory check could lead to a planned search if issues, weapons or contraband is suspected or observed.

Search: A planned systematic search of a residence of a person on community supervision/administrative release. CCOs shall receive consent prior to the performance of a search from their CCS/CC SR. Searches shall be conducted in accordance with the policy. Law enforcement assistance may be coordinated for the purpose of officer safety and/or evidence collection. Protective vests shall be worn during searches.

Compliance Sweep: A large scale compliance check that has been pre-planned and submitted in writing to the Operations Director for approval prior to conducting the sweep. The sweep may consist of full office, multi-office, or statewide participation. Law enforcement and ADC-Fugitive Apprehension Unit (FAU) shall be notified of the pre-authorized sweep, prior to conducting the sweep.

Search Kit: Is a collection of items used to collect, record and secure evidence found by CCOs during the course of an authorized search of a residence, vehicle or person of an individual under community supervision.

1.0 Reasons for Searches

- 1.1 First hand field observation – The CCO determines reasonable suspicion exists after detecting or observing illegal contraband within a residence or vehicle of an offender under community supervision.
- 1.2 Reliable Information –The CCO determines reasonable suspicion exists after the CCO receives information from an outside source such as law enforcement, victims, relatives, girlfriend/boyfriend other parole or probation employees or social agency representative. In this situation, the CCO has time to staff the case with their supervisor to determine the most effective course of action. In evaluating the need to conduct a search, the CCO shall consider Department Order #708 to determine if reasonable suspicion exists and to ensure personal and public safety.

2.0 Search and Seizure Guidelines

- 2.1 If an owner/property manager of a residence, who is not on community supervision, refuses to consent to a search, officers shall immediately comply with the owner's/property manger's request and instruct the offender to report to the office for further instructions and a review of the offender's continued placement.
- 2.2 Requests of Law Enforcement
 - 2.2.1 The CCO shall not act as an agent for any law enforcement agency when conducting a search of an offender's property, person or vehicle. Should any law enforcement officer make a request of a

CCO or CCS to conduct a search, or request that CC staff obtain blood and/or urine sample from an offender, the CC staff person shall refuse the request. In those cases, the law enforcement officer shall be advised to obtain a valid search warrant or court order.

3.0 Residential Search

- 3.1 In all cases, a CCO must obtain permission/approval from their supervisor prior to conducting a search.
- 3.2 Should a CCO detect or observe evidence or contraband in a residence of an offender under community supervision while on official business, the officer shall exit the residence and immediately notify their supervisor. The supervisor shall evaluate the circumstances and notify local law enforcement for backup if appropriate.
- 3.3 A supervisor shall be present for all searches. If the supervisor is unavailable, a CCO SR shall be present during the search.
- 3.4 A search shall be conducted by two (2) or more CCOs while Supervisor or CCO SR is onsite.
- 3.5 When conducting a search, officers will not unreasonably invade the privacy of a third party not under ADC supervision. When conducting a search where the offender is a cohabitant, the search will only comprise of those areas under joint control of the cohabitant and single control of the offender.
- 3.6 In the event illegal items are found that may result in new criminal charges, local law enforcement shall be contacted to take custody of the evidence.
 - 3.6.1 If law enforcement makes the determination not to seize the item or the item is not illegal contraband, the CCO shall photograph the contraband and document in OMS as appropriate.
- 3.7 If law enforcement is not immediately available, staff shall contact their supervisor for guidance.
 - 3.7.1 If extenuating circumstances exist in which evidence collection is absolutely necessary and law enforcement is not available, staff whom seize the illegal contraband shall handle the item (s) per D.O. #708, DO 1003.
- 3.8 Any contraband that is not illegal however, considered a restricted item per conditions of supervision (e.g.: a sex offender in possession of pornography), the restricted item shall be photographed and documented in OMS. The photograph shall be maintained in the offender file.
- 3.9 Officers shall “Knock and announce” at all times when entering a residence. Officers are not authorized to “break and enter” into an offender’s residence or business to conduct a search.
- 3.10 Officers shall use the following equipment when conducting a search:
 - 3.10.1 Protective vest
 - 3.10.2 Personal Protective Equipment (PPE)- gloves
 - 3.10.3 Search Kit
- 3.11 When possible, officers conducting the search shall bring the following items:
 - 3.11.1 A lay-out/sketch of the residence
 - 3.11.2 Photo of the offender
- 3.12 Search kits shall be maintained at each Community Corrections office by the Supervisor/Senior officer. The kit is to be checked at least every 90 days to assure that the kit contains all of the necessary items. The Officer conducting the search shall check out the search kit using a sign-out/sign-in sheet. The officer checking in the search kit shall notify the Supervisor/Senior officer regarding what items were used and the items to be replaced.
 - 3.12.1 Search kits shall contain at a minimum:
 - 3.12.1.1 Designated Gear Bag, Tactical jacket (M), Tactical Jacket (XL), Digital camera, Camera case, Inventory Folder, 5 Ziplock bags, 10 pair XL Rubber Gloves

4.0 Person Search

- 4.1 Anytime an arrest/apprehension is made, the person arrested will be pat searched. The search will be limited to the person being arrested/apprehended and the immediate area under the person's control described as the area within the reach of the person arrested.
- 4.2 When an arrest/apprehension is not being made, but there is reasonable suspicion to believe that an offender may possess contraband on his/her person, a pat search may be conducted.
- 4.3 Any contraband/evidence found on the person will be handled in accordance with Department Order 909.7 entitled "Contraband/Unauthorized/Unclaimed Property Seizure and Disposition".

5.0 Vehicles Searches

- 5.1 A vehicle owned by or under the control and/or possession of an offender may be searched upon reasonable suspicion that contraband or evidence is present in the vehicle.

6.0 Conducting the Search

- 6.1 Upon the sponsor's consent to search, the residence may be entered for purposes of the search. The offender and cohabitants at the residence are to be relocated to a secure area. The CCO (s) shall conduct a cursory search of the residence to ensure no other persons are present that may pose a danger. All officers involved in the search must wear protective disposable gloves (PPE) and protective vests at all times while conducting the search and handling any evidence items, drugs, weapons, etc.
- 6.2 All searches shall be conducted in a team of two or more officers. One officer shall conduct the search, one will record all items located, location of item and time of location and one will photograph the item(s) found in its location. The CCO shall systematically search each room of the residences one room at a time.
- 6.3 Officers shall use extra care and consideration when handling property and items within the residence to avoid damage or disrupt the placement and location of objects. Officers shall be respectful of the property within the residence at all times.
- 6.4 If the CCOs find evidence that the residence is being used as a methamphetamine or drug lab, they shall leave the residence immediately and staff the situation with their supervisor.
- 6.5 CCB staff may coordinate law enforcement assistance during searches for precautionary, safety measures and illegal evidence collection as deemed appropriate based upon sound correctional practice.

7.0 Evidence Handling

- 7.1 The collection of evidence to be used for criminal prosecution shall always be conducted by law enforcement officers unless the immediate circumstances dictate that the evidence will be lost, altered or will deteriorate.
- 7.2 Community Corrections staff must not expose themselves or others to unnecessary risk for the purpose of collecting any evidence items.
- 7.3 It is always preferred evidence not be moved or touched, but left in its original found state and location until collected by law enforcement.
- 7.4 Efforts shall be made to protect the evidence from contamination by preventing others from having any contact with it.
- 7.5 If the decision is made that the evidence item must be collected:
 - 7.5.1 Whenever possible, the collector shall wear new clean latex-style gloves
 - 7.5.2 The item collected shall be placed into a clean unused paper bag.
 - 7.5.3 If multiple items are collected, each item shall be placed into separate paper bags and the order of the collections shall be noted.

7.5.4 The collected item shall be retained exclusively by the collector (not displayed or handled by others) and provided personally to law enforcement.

7.6 In every situation when an item of evidence is collected, the finder of the item, and the collector of the item (they may be the same person), must submit to their chain of command and to the corresponding law enforcement agency a report that will include:

7.6.1 The collector's agency, their job title, their work location and contact information

7.6.2 A description of where the evidence item was found and where it was collected

7.6.3 The circumstances that lead up to the evidence item being discovered and the reason why the evidence had to be collected

7.6.4 The date and time the item was found

7.6.5 The date and time of the collection

7.6.6 The name, any identifiers, and location of any suspects related to the evidence.

7.6.7 Names, titles and work locations of any witnesses to the collection.

7.6.8 The date and time the evidence was turned over to law enforcement

7.6.9 If extenuating circumstances exist which law enforcement does not take possession of evidence, staff shall comply with DO #909 for disposition of evidence.

8.0 Following a Search:

8.1 Within 2 working days, Community Corrections officers involved in the planned search shall document what occurred in the case chronological notes on OMS.

8.2 Staff involved shall submit a Staff Report regarding what transpired (i.e. narrative of events, staff involved, contraband, warrants issued etc.). Copies of the Staff Report shall be forwarded to the supervisor and supervising manager.

8.3 In the event a significant incident occurred during the planned search, staff involved shall complete Significant Incident Report (SIR) accordingly and shall distribute the copies according to policy.

8.4 If during the planned search a warrant of arrest is issued for an offender, staff shall complete the warrant and serve the offender according to due process as outline in the Community Corrections Technical Manual.

8.5 If children are present during a search where drugs are found to be present, officers shall refer to DO 1003 and proceed as outlined per ARS 13-3620, Community Corrections Officers as Mandated Reporters.

9.0 Large Scale, full office or multi-office Compliance Sweeps may be conducted.

9.1 Sweep Operations must be planned, and in writing – outlining the intent, participants and procedures.

9.2 A written request must be submitted to and approved by the Community Corrections Operations Director, through the chain of command prior to the Sweeps being conducted.

9.3 Local law enforcement and the ADC-Fugitive Apprehension Unit shall be notified prior to the pre-authorized sweep.

9.4 Chrono Notes in OMS shall be completed on each offender involved in the Sweep Operation; details shall be included regarding compliance or violation and any directives given to the offender.

9.5 A final report shall be submitted at the conclusion of the Sweeps detailing the outcome of the Sweep. Any SIRs, IRs, Staff Reports and Warrants shall be completed within specified time frames if events dictate the need for other ADC reporting documents.

- 10.0 Any proposed procedure outside of the established guidelines of this section shall be submitted in writing to the Community Corrections Operations Director for review/authorization prior to action.

1003.24 VIOLATIONS OF CONDITIONS OF SUPERVISION INTERVENTIONS/SANCTIONS

- 1.0 The CCO shall address violations of one or more Conditions of Supervision through the use of Evidence Based Practices, the Violations and Interventions/Sanctions Guidelines (Attachment K) and other resources available to the CCO.
- 1.1 Violations shall be addressed with the offender within three (3) working days of discovery.
- 1.2 Violations of a serious nature (elevated risk to the community) shall be staffed immediately to determine appropriate course of action and expedited intervention with offender.
- 2.0 The CCO shall document the OMS Chrono Notes indicating the nature of the offender's violation(s) and the sanction(s) imposed as follows:
- Specific violation type
 - Date of violation
 - Date of intervention/sanction
 - Type of intervention/sanction imposed
 - Duration of intervention/sanction
 - Date of successful completion or non-compliance of imposed sanction
- 3.0 The CCS shall document the OMS Chrono Notes after completing any staffing.
- 3.1 Staffing may include a review of the Case File, Chrono Notes and any other information pertinent to the case.
- 4.0 When offender is sanctioned to increased reporting frequency, the adjusted corresponding Risk Level shall be documented on AIMS DP04 and OMS Chrono notes. At the conclusion of sanction period, adjusted Risk level shall be documented on AIMS DP04 and OMS Chrono notes. Refer to TM section 1003.9 for Risk Level Assignments.
- 5.0 The CCO shall consider the level and severity of the violation when imposing sanctions/interventions.
- 5.1 The CCO shall conduct a staffing with the CCS or designee prior to issuing a warrant on a single violation of the U/A conditions.
- 5.2 Treatment referral for substance abuse must be utilized for sanctions involving positive U/A results.
- 5.3 The CCO shall not require continued and frequent U/A testing without also referring the offender for treatment.
- 5.4 The CCO shall consider the totality of circumstances and staff the issues with a CCS or designee prior to requesting a warrant for positive U/A(s) alone. This shall be done in order to justify that the offender has lapsed or is about to lapse into criminal ways or company.
- 6.0 ADC Programs utilized as intervention/sanction-

Community Accountability Program (CAP) may be imposed for eligible offenders in lieu of return to custody.

- 6.1 The CCO shall consider CAP in lieu of return to custody for offenders that meet CAP eligibility criteria, per the CAP Eligibility Criteria Referral form (*Attachment AD*).
- 6.2 The CCO shall determine CAP eligibility prior to staffing with CCS/CCO SR (*Attachment AD*).
- 6.3 The CCO shall present the designated CAP form to the CCS/CCO SR during the mandatory staffing.
- 6.4 Upon CCS/CCO SR approval of CAP sanction, the CCS/CCO Senior shall sign CAP form to be placed into the offender file. Sanction program, length of sanction and termination/completion of sanction period shall be documented in OMS.
- 6.5 In addition to the programming component of CAP, Global Positioning System (GPS) monitoring MAY be considered as an elevated CAP intervention/sanction for offenders that are not statutorily mandated to GPS monitoring.
- 6.6 In addition to the programming component of CAP, Transdermal Alcohol Detection (TAD) MAY be considered as an elevated CAP intervention/sanction for offenders that demonstrate elevated alcohol -related risk factors.

6.6.1. If GPS and/or TAD are considered as an elevated sanction in addition to the mandatory programming element, the following factors shall be considered and documented on a Staff Report to the CCS for consideration/approval as follows:

6.6.1.1. Specify the condition(s) of supervision violated.

6.6.1.2. Other sanctions previously imposed.

6.6.1.3. Instant Offense

6.6.1.4. History of Mental Health Issues.

6.6.1.5. Community Supervision End Date.

6.6.2 If GPS or TAD are imposed, number of days for GPS/TAD sanctions must be established.

6.6.1.6. The offender's financial status (ability/inability to pay the daily GPS fee).

6.7. The CCS shall review the Staff Report and determine if the request meets the criteria outlined in this procedure.

6.8. The CCS has the authority to determine if the violation merits GPS and/or TAD through a progressive level of previous sanctions imposed and/or high risk to re-offend.

6.9. The CC Manager or designee shall have final approving authority for GPS/TAD as an imposed sanction.

6.9.1. Upon determination, the CC Manager shall notify the requesting CCS, via email.

6.10. If GPS is approved, GPS application shall follow procedures as designated in section 1003.5 of this TM.

6.11. The offender shall continue to be monitored by the assigned field CCO that imposed the GPS/TAD sanction.

1003.25 ARREST OF OFFENDER: USE OF PHYSICAL FORCE AND TRANSPORTATION

- 1.0 CCB staff shall adhere to Department Order #804, in effecting an arrest of an offender under Community Supervision and transportation of an offender to increased security.
- 2.0 The CCS shall write and post the arrest process for an in office arrest in an area accessible only to Community Corrections Office staff.
 - 2.1. The use of the Conductive Electronic Weapon (CEW) TASER during an in office arrest shall be in compliance with TM section 1003.40 (Weapons and Use of Force).
- 3.0 The CCS or CCO SR shall secure a warrant number and the warrant number must be entered into the DT08 RV screen prior to the arrest of an offender. The warrant shall be completed no later than 3 working days after offender is returned to custody. Exceptions shall be approved by the CCS.
- 4.0 The CCO shall consider an arrest in the field as an extreme exception and shall avoid spontaneous, unassisted field arrests. When exigent circumstances exist, a CCO shall obtain the approval of the CCS or CCM prior to effecting a field arrest.
- 5.0 The CCS shall maintain a current list of local law enforcement agency telephone numbers, to request assistance in transporting an offender to increased security as applicable/necessary.
- 6.0 If an injury is sustained by Bureau staff in effecting an arrest, the staff member shall seek appropriate medical attention. In addition, the Bureau staff shall complete a Significant Incident Report (SIR) Form 105-3P per Department Order #105, and the applicable Industrial Injury Report per Department Order #519.
- 7.0 When CCOs are transporting an offender to increased security, they shall do the following:
 - 7.1. Use designated state vehicle equipped with security screens and possess a cellular phone.
 - 7.2. Ensure, by visual check, that the transport vehicle has sufficient fuel and is free of any contraband, and is mechanically serviceable.
 - 7.3. Ensure that restraints are used and properly applied.
 - 7.4. Ensure that two (2) officers are conducting transport.
 - 7.5. Make every effort to ensure one of the CCOs is of the same gender as the offender.
 - 7.6. CCB staff shall conduct a thorough “pat search” of every offender taken into custody to be transported per DO 708, Searches.
- 8.0 When a CCO or a CCS requests transportation assistance from the CCB transportation officers, the CC staff making the request shall inform the officers of the following:
 - 8.1. Name of the CC staff making the telephone request and whether or not the offender has been placed under arrest and in restraints or whether the offender will be arrested after the transportation officers arrive at the office.
 - 8.2. When the transportation officers arrive at the CC office, they shall report to the CCS. The CCS shall brief the investigators to include information on the offender’s behavior and, as applicable, STG affiliation, mental health issues, use of substances and/or risk for potential violence or flight.
 - 8.3. If an offender leaves the CC office prior to being placed under arrest and in restraints, CCB staff shall not utilize physical force to stop an offender and shall not pursue the offender with the exception of 8.3.2.
 - 8.3.1. If the CCS or the CCO believes an offender poses an immediate threat to public safety, the CCS or the CCO shall request an ACIC entry per section 1003.28, through the WSHU and ensure it is entered prior to arresting the offender.
 - 8.3.2. If an offender attempts to assault or does assault CCB staff in an effort to avoid arrest, staff shall comply with

- 9.0 The CCO shall complete an in office arrest form and fax/scan it to WSHU on the day of arrest.
 - 9.1. The CC Supervisor or designee shall complete the AIMS DP02 and DT08 RV screens.
- 10.0 CCB staff shall ensure all offenders being supervised under the terms of ISC are transported to the local area county jail and booked per A.R.S. 31-462.
 - 10.1. The CC Supervisor or designee shall complete the AIMS DP02 and DT08 99 screens.
- 11.0 The WSHU shall provide the Sex Offender Coordination Unit with a daily arrest list.

1003.26 DUE PROCESS HEARINGS: HOME ARREST, WORK FURLOUGH, PAROLE, ADMINISTRATIVE RELEASE, INTERSTATE COMPACT

- 1.0 CCB staff shall initiate due process per Department Order #1004.
- 2.0 The designated CCB staff shall request the offender sign the Proof of Warrant Service form 1003-20P at the time of service of the warrant. Should the offender refuse to sign, CCB staff shall document this refusal with the words "refused to sign" in the space provided for the offender's signature. The offender's refusal to sign the Proof of Service forms shall be deemed as a request on the part of the offender for an ISC Probable Cause Hearing, a BOEC Probable Cause Hearing or an Administrative Revocation Hearing.
 - 2.1. The designated staff shall advise the offender that the offender may request a Probable Cause or administrative revocation hearing.
 - 2.2. The designated staff shall advise the offender of the right to waive a PC or administrative revocation hearing. If the offender elects to waive the hearing, the designate staff shall have the offender so indicate by signature, date and initialing the appropriate box.
 - 2.3. The designated staff shall not exert any form of coercion to obtain a waiver.
 - 2.4. The offender may withdraw the waiver of any hearing. This withdrawal must be completed in writing (signed, dated, and witnessed), and forwarded to the WSHU no later than 5 working days from the date of waiver.
 - 2.5. The designated CCB staff shall sign the Proof of Warrant Service in the appropriate spaces.
 - 2.6. The designated staff shall scan the completed Proof of Warrant service into the OMS-Warrant system within 3 (three) working days.
 - 2.7. The Proof of Warrant Service shall be completed within "Reasonable" time frames, not to exceed 10 (ten) working days upon the return to custody of the offender within the State of Arizona.. The CCO or designee shall complete this process to ensure compliance with Due Process procedure.
- 3.0 Administrative Revocation Hearings are conducted for offenders supervised on a Department Administrative Release, including offenders on Temporary Release reverting to a Truth-In-Sentencing ERC, with an offense date prior to July 13, 1995 and the legislative post-release Transition Program. ISC Probable Cause Hearings are conducted for offenders supervised under the terms of ISC.
 - 3.1. When an Administrative Release offender declines to waive the hearing, the CCO shall contact the WSHU to schedule a hearing. The WSHU shall assign a hearing officer, and schedule a date and location of the hearing.
 - 3.2. The assigned Hearing Officer shall be a neutral and detached person who has not previously supervised the offender and has not personally been involved with other aspects of the case.
 - 3.2.1. The CCS shall schedule each field CCO and Senior CCO to attend a BOEC hearing to observe/defend a warrant at a minimum of once per Fiscal Year. The CCS shall coordinate the scheduling of staff per the WSHU agenda. Staff shall sign the designated In/Out roster to indicate time in attendance.
 - 3.2.2. All new CCO staff shall attend a full day of hearings as a part of the "On the Job Training" (OJT) portion of Academy and Training. The CCS shall coordinate the scheduling of staff in accordance with the BOEC agenda. Staff shall sign the designated In/Out roster to indicate time in attendance.
 - 3.3. The WSHU shall schedule an Administrative Revocation hearing, within 30 calendar days following detainment of the offender by either a Department jail hold or date of return to custody. The WSHU shall forward the Notice of Date/Time and Location of Hearing Form to the CCO. The CCO shall ensure the Hearing Notification is served to the offender within a minimum of 5 (five) calendar days prior to the hearing date.
 - 3.4. The Probable Cause hearing shall be completed within 15 (fifteen) calendar days of the date that the ISC Unit and Warrant Services Hearings Unit are notified of the offender's arrest and ADC jail hold being placed.

- 3.4.1. Upon receipt of the offender file from the AZ-ISC unit, the Probable Cause hearing (PC) shall be completed within 15 (fifteen) calendar days of the WSHU receiving notification that a PC hearing has been requested, unless extenuating circumstances exist.
 - 3.4.2. WSHU shall provide the ISC Probable Cause Hearing Notification/Waiver and Admission and Waiver forms to the assigned supervising CCO, CCO SR and copy the AZ-ISC Supervisor within 2 (two) working days for completion of service to the offender.
 - 3.4.3. The ISC Probable Cause Hearing Notification/Waiver and Admission and Waiver forms shall be served to the offender at least 5 (five) calendar days prior to the scheduled hearing.
 - 3.5. The appropriate staff shall distribute the signed Notice of Hearing, forwarding one copy to the offender, one copy to the Institutional Offender Information Unit, and one copy to the WSHU.
- 4.0 The Hearing Officer shall record all Administrative and ISC hearings and shall maintain the tapes for a minimum of 6 months.
- 5.0 Upon completion of the hearing, the Hearing Officer shall complete the Summary and Decision Report Form within 5 (five) working days and distribute copies to the ISC Deputy Compact Administrator, CCO, offender or offender's Attorney, and Hearing Officer's file within 6 (six) working days.
 - 5.1. Upon completion of a hearing in which probable cause has been found and prior to the distribution of the Summary and Decision, the Hearing Officer may forward the Summary and Decision to the Community Corrections Operations Director for consideration of reinstatement. If forwarded for review, the Hearing Officer shall complete a memorandum to the CC Operations Director and provide detailed information to support the recommendation for reinstatement. If approved, the memorandum shall be attached to all copies of the Summary and Decision for distribution.
 - 5.2. If a Summary and Decision is forwarded to the CC Operations Director for review, the accompanying recommendation for reinstatement shall be based on the identified criteria including, but not limited to the following:
 - 5.2.1. The offender:
 - Is remorseful for the violation(s)
 - Is not considered a danger to self or others
 - Has appropriate community support
 - 5.2.2. The period of incarceration from arrest to the present time appears to have had a Positive impact on the offender, and there are no negative reports on this offender from the institution(s).
 - 5.2.3. Re-incarceration does not appear to be in the best interest of the state.
- 6.0 In an Administrative Revocation Hearing, the Hearing Officer shall advise the offender of the right to appeal, and shall attach a Notice of Right to Appeal to the offender's or the offender's Attorney's copy of the Summary and Decision Report.
 - 6.1. Any appeal must be made within 5 working days of receipt of the Summary and Decision Report and shall be made to the Operations Director for Community Corrections.
 - 6.1.1. The Operations Director for Community Corrections has 10 working days to make a decision. The decision shall be final.
 - 6.2. A finding of probable cause for an ISC offender is preliminary to the formal hearing the offender will receive in the sending state; therefore, no further appeal is available within the Department.
- 7.0 The Hearing Officer shall notify the Offender Services Bureau, Time Computation Unit, within 1 working day following the completion of the Summary and Decision with the results or Postponement of any Administrative Revocation hearing.
- 8.0 Preliminary Hearings are conducted by the BOEC for offenders being supervised on Parole, Work Furlough, or Home Arrest, or on a Temporary Release reverting to a Truth-In-Sentencing ERC with an offense date on or after July 13, 1995, or any Truth-In-Sentencing offender who has passed the ERC date at the time the warrant was issued.
 - 8.1. A Hearing Officer with the BOEC will schedule the preliminary hearing date, and forward the Notice of Hearing Form to

the CCO or institutional staff within a minimum of 5 work days prior to the hearing date.

- 8.2. If forwarded, the appropriate staff shall ensure the Notice of Hearing is served to the offender. If the offender is in a Department institution, the appropriate CCB staff may use the alternate service, per section 1003.27.
- 8.3. The appropriate staff shall distribute the signed Notice of Hearing, forwarding one copy to the BOEC, one copy to the offender, and one copy to the Institutional Offender Information Unit.
- 9.0 If probable cause is established when the BOEC completes the preliminary hearing, the BOEC Hearing Officer notifies Offender Services Bureau. The BOEC schedules a revocation hearing according to its procedures and notifies the WSHU. The WSHU shall notify all CC staff of the schedule.
- 10.0 When an Administrative Revocation or ISC Preliminary Hearing is conducted or when a BOEC Preliminary or Revocation Hearing is conducted, the CCO shall adhere to the following:
 - 10.1. Appear at the hearing, unless the violation(s) in the warrant was based solely upon a new felony conviction, or the WSHU has advised the CCO that attendance is not necessary.
 - 10.2. Notify and request the attendance of any witnesses named on the exhibit section of the warrant. The Hearing Witness Notification may be in writing (Attachment L).
 - 10.3. If the CCO intends to have a Police officer or any other witness appear at a hearing, the CCO shall give prior notice to the institution's Board Liaison or custodial authority to ensure that the witness will not be denied entrance into the facility.
 - 10.4. Be prepared to testify in support of the allegation and current status of any pending criminal charges.
 - 10.5. Be on time to attend hearings, groomed and attired in accordance with Department Order #503, and maintain a professional demeanor.
- 11.0 The WSHU shall annotate the AIMS DP02 with all hearing results.
- 12.0 Upon notification that no probable cause was found or an offender was reinstated to supervision, the CCO shall authorize the offender's release by e-mail to the institution Offender Information Unit, Time Comp Unit and WSHU within 1 working day, even if the offender is not returning to the same community placement or is homeless. Exceptions must be approved by a CC Bureau Administrator in writing.
 - 12.1. The only exception will be all BOEC granted releases which must have an approved placement, in which case CCB staff shall process a community investigation per section 1003.1.
- 13.0 If reinstated by the BOEC, an offender may be eligible to submit an ISC transfer request at anytime after release from custody.
 - 13.1. If an offender is accepted for ISC transfer, the acceptance is valid for 120 calendar days.
 - 13.2. The CCO shall process the reporting instructions and travel permit in accordance with departure guidelines of this section.

1003.27 VIOLATION OF CONDITIONS OF SUPERVISION, WARRANT PREPARATION AND PROCESS: PAROLE, WORK FURLOUGH, HOME ARREST, ADMINISTRATIVE RELEASE, INTERSTATE COMPACT

- 1.0 Only the CC Operations Director, CC Manager, CC Supervisor or CCO SR may obtain a warrant number.
- 1.1. A CCO may request a Warrant of Arrest if there is reasonable suspicion to believe that an offender has lapsed or is about to lapse into criminal ways, or company.
 - 1.2. Reasonable suspicion may be established when an offender is believed to have violated one or more technical Conditions of Supervision and/or has been charged by a law enforcement agency with a new crime(s).
 - 1.3. Reasonable suspicion may be established when it is believed that an offender's continued presence in the community would present a significant risk to the public safety.
 - 1.4. The CCO shall request a Warrant of Arrest for any offender who is arrested for an offense of domestic violence and/or is cited for violation of an Order of Protection. If after reviewing the details of arrest, the CCO and the CCS determine the offender was the victim, rather than the perpetrator, no Warrant of Arrest need be issued and the offender may be released from custody. Any exception to this shall be approved in writing by the Community Corrections Operations Director. The CCO shall complete a Staff Report to request an exception.
- 2.0 If the offender's presence in the community poses an immediate and grave threat to public safety or safety to the offender, the CCO shall staff the circumstances with appropriate supervising authority and if deemed necessary take the offender into custody. The CCO shall complete and submit a Technical Warrant in the Warrants system using the specific condition(s) violated. The CCS or designee shall conduct warrant review, verifying accuracy and warrant completion standards. Upon CCS approval, the warrant number is generated; subsequently authorizing arrest of the offender. The CCS or designee shall immediately complete the AIMS DT08 RV entry indicating arrest of the offender and the warrant number issued prior to the offender's return to institutional custody.
- 2.1. Once a warrant number has been issued for emergency entry or immediate action warrant, the staff member shall complete the warrant within three (3) working days.
 - 2.2. In the event extenuating circumstances delay the warrant completion within three (3) working days, Supervisory annotations must be completed on the AIMS DT08 RV and OMS to explain circumstances for the delay.
 - 2.3. When completing the warrant in the Warrants database, ensure the correct warrant is being selected as follows:
 - 2.3.1. IMMEDIATE ACTION – an offender that is at **Maximum** or **Intensive** supervision and fails to report as directed. The front page shall be completed for immediate entry into NCIC/ACIC.
 - 2.3.2. EMERGENCY ENTRY – any supervision level offender that has become involved in circumstances that presents a significant risk to the community or that clearly displays a lapse into criminal ways or company. Entry of a warrant into NCIC/ACIC is time sensitive or requires Law Enforcement involvement for arrest (Requires CCM approval).
 - 2.3.3. TECHNICAL VIOLATION – any supervision level offender that has violated the conditions of supervision other than absconding.
 - 2.3.4. ABSCONDER – an offender that is on Medium or Minimum supervision and fails to report or maintain contact with their assigned CCO.
- 3.0 The CCO shall generate a Warrant of Arrest within three (3) working days from the known placement of a Department jail hold on any supervised offender arrested for a new offense. This time frame may be extended by the CCS in cases when there is a delay in obtaining appropriate investigative information or reports. If extenuating circumstances exist, the CCO shall update the AIMS DT08 RV comment screen and OMS notes to indicate the warrant is in progress or the reasons for the delay of completion of the warrant.
- 4.0 Should an offender who is on Home Arrest status abscond after regular working hours, Central Office Communications Center (COCC) shall contact the on-call CCM or designee at which time a warrant number may be issued. If a warrant number is issued, the CCO shall submit a Request for Warrant to the supervisor within the first four hours of the next working day.

- 5.0 All warrant actions shall be documented in the OMS Chrono Notes, including the events that preceded the issuance of the warrant and any necessary follow up conducted.

Warrant Preparation

- 6.0 The Warrant of Arrest and Request for Warrant shall be completed as follows:
- 6.1. Prior to generating a Warrant of Arrest, the CCO or designee, shall ensure that the AIMS DP12 and the DP04 screens are completed accurately as this will effect the automated population of required information into the warrant.
 - 6.1.1. Only the "Warrant of Arrest" page is required for ISC offenders. The offender shall be provided with a copy of the Violation Report and non-privileged, non-confidential exhibits to be used for the purpose of conducting the probable cause hearing.
 - 6.2. Complete each item on the warrant in the appropriate area. If an item is not applicable, the abbreviation "N/A" shall be used. Scars, marks, and tattoos information shall be identical to AIMS DT04 and DT08_85, if space permits. If the offender acquired tattoo(s) after release, enter this information on AIMS DT08_85.
 - 6.3. If the offender is pending reversion to a BOEC release at the time of the alleged violation, mark the Rescission box at the top of the warrant.
 - 6.4. List all exhibits and applicable dates of exhibits to be presented at the preliminary and/or revocation hearing on the warrant.
 - 6.5. Include only information concerning the current violation(s). Do not include past sanctions or other programming information in the Request for Warrant violation narrative.
 - 6.6. The Case Supervision Summary shall contain, but not be limited to, both negative and positive information regarding the offender's employment, residence, program participation (mental health, substance abuse, etc.) urinalysis results, police contact, any intermediate sanctions imposed or any other information the CCO deems relevant during the disposition phase of the revocation hearing.
 - 6.7. The CCO shall not include personal opinions, assumptions, unsubstantiated or unverified information from the Request for Warrant violation narrative, and Case Supervision Summary.
 - 6.8. A copy of the ADC Conditions of Supervision most recently signed by the offender and all exhibits shall be scanned and attached into the warrant system.
 - 6.9. Should an offender abscond supervision prior to reporting to their assigned CC office, the CCO shall contact the institution from which the offender was released and obtain the Arizona Conditions of Supervision signed by the offender upon their release.
- 7.0 The CCO shall submit the Warrant and exhibits to the CCS/CCO SR for review and determination of warrant validity.
- 7.1 The CCO shall complete the AIMS DP02 to reflect the current status of the offender.
- 8.0 Prior to approving a warrant, the CCS/CCO SR shall verify the release status and the audit release dates on the AIMS DT08 06 screen. Upon determination of warrant validity, the CCS shall approve the warrant. The CCS/CCO SR shall monitor the tracking of all issued warrants through the warrants system. The CCS or designee shall:
- 8.1 Receive a warrant number from the warrant system upon approval of the warrant. The warrant number will be automatically generated on the upper right corner of all copies of the Warrant of Arrest.
 - 8.2 Enter on AIMS DT08_RV the date of issue and the warrant number.
 - 8.3 Ensure that the Warrant of Arrest and any exhibits are correct as to date, form and content.
- 9.0 The CCO, CCO SR and CCS shall monitor the Warrants database daily to ensure all warrant actions and completions are in

10.0 Warrant Corrections: warrants returned for correction prior to service shall be completed the in the Warrants system within 3 (three) working days.

10.1. Delays in completion shall be documented in OMS indicating the extenuating circumstances.

Absconder Warrants

11.0 Prior to requesting the warrant of arrest, the CCO shall make reasonable efforts to contact the offender by 3 (three) or more of the following, as applicable.

11.1. Telephone contact at the offender's residence.

11.2. Telephone contact with the offender's employment.

11.3. Telephone contact with the sponsor or landlord.

11.4. Telephone contact with the offender's known family, friends, or neighbors.

11.5. Telephone contact with any agencies providing programming to the offender.

11.6. The Local/County Jail for the jurisdiction in which the offender resides.

11.7. The Local/County Hospital for the jurisdiction in which the offender resides.

11.8. If the CCO is unable to locate the offender by the above means, within five working days, a warrant shall be issued.

12.0 Prior to generating a Warrant, the CCO shall issue a Reporting Instruction/Notice of Violation letter to the offender, directing the offender to report on a specific date (Attachment O) if the abscond is a result of the offender's willfully avoiding supervision. If the abscond is a result of the offender's whereabouts unknown, and the sponsor, landlord, program director, etc., has verified the offender has moved, a report letter is not necessary.

12.1. If a warrant has been issued and the offender contacts the CCO or other information is received related to the offender's violation, the case shall be staffed with the CCS to determine whether the offender is still considered a significant risk to the public and/or whether the warrant shall remain active or be cancelled/quashed.

12.2. The All Time Stop (ATS) date shall be determined by using the date of the last verifiable known whereabouts, in the event that date occurs prior to the offender's next scheduled report date. Otherwise, the ATS date shall reflect the next scheduled report date missed by the offender.

13.0 When it has been determined that the offender has absconded from active supervision, the CCO shall indicate the date the offender absconded, the category of absconding identified by the Condition of Supervision violated, and document all attempts to locate the offender on the Request for Warrant.

14.0 The CCO shall annotate AIMS DT08 RV, and OMS Chrono Notes, indicating the last known address and noting an absconder warrant was issued. For those offenders released with no approved placement, the DT08 entry should indicate any known address of a next of kin, or mail forwarding address. The WSHU staff shall retain warrant copies until the offender is known to be back in custody.

15.0 The CCO shall submit an ISC Violation Report and Case Closure Notice within 5 (five) working days of being unable to locate an ISC offender who has absconded supervision and shall forward these reports to the ISC Unit. No warrant shall be issued.

15.1. Upon receipt of the ISC Violation Report and Case Closure Notice, the ISC Unit staff shall send the report to the sending state via ICOTS. The assigned CCO shall complete an entry on the AIMS DT08 99 screen indicating that the offender absconded and the Violation Report and Case Closure Notice were submitted via ICOTS.

16.0 Within one (1) working day of being informed that an absconder is back in custody, the WSHU shall annotate the status change on AIMS DT08 RV.

16.1. Within 1 (one) working day of being informed that an ISC absconder who had been under supervision in Arizona is in custody in an Arizona jail, the assigned CCO shall notify the Arizona ISC Supervisor or designee and annotate the custody information on the AIMS DT08 99 screen.

16.2. The Arizona ISC unit shall notify WSHU if the Probable Cause hearing is requested by the sending state.

17.0 The CCO shall request an Immediate Action warrant of arrest for any offender who is on intensive or maximum supervision level and all offenders subject to registration/notification as a sex offender, by 4:00 PM the day of the following violations:

17.1. The offender fails to report to their assigned CCO as directed or is actively avoiding supervision.

17.2. The CCO receives reliable information from any source informing them the offender has absconded or that the offender is actively avoiding supervision.

17.3. Should a warrant of arrest be issued for an offender in the above criteria and the offender subsequently reports, the CCS shall determine if the offender is still considered a significant risk to the public or if the warrant of arrest needs to be quashed. If the CCS determines the warrant of arrest should be quashed, the CCS shall e-mail their CCM with a request/justification to quash the warrant. If approved, the CCM shall forward the **Authorization to Quash** email to WSHU and the requesting CCS for appropriate action..

17.4. For offenders who do not meet the above criteria and a request for warrant is submitted by a CCO, the CCS deems it necessary that this warrant be entered as an emergency entry.

Canceling and Quashing Warrants

18.0 The CCO may request that an issued warrant be canceled at any time prior to the warrant being entered into ACIC/NCIC.

18.1. The CCO shall generate an e-mail to the CCS listing the name, ADC number, warrant number and the justification for the warrant to be canceled. Upon review, if the CCS is in agreement with the request and determines the warrant should be canceled, the CCS shall e-mail WSHU, requesting to Cancel the warrant.

19.0 Once a warrant of arrest has been entered into ACIC/NCIC it must be quashed.

19.1. The CCO may request that an issued warrant be quashed at any time prior to the Preliminary or Revocation Hearing for the offender. If the offender is an absconder and the CCO determines, with approval of the CCS/CCO SR, that the offender does not pose a significant threat to either the public or self, the warrant may be quashed. Appropriate sanctions shall be imposed to address violations of the Conditions of Supervision.

19.2. The CCO shall generate an e-mail to the CCS listing the name, ADC number, warrant number and the justification for the warrant to be quashed. Upon review, if the CCS is in agreement with request and determines the warrant should be quashed, the CCS shall e-mail their CCM and cc the other CCMs with a request/justification to quash the warrant. If approved, the CCM shall forward the **Authorization to Quash** to WSHU and the requesting CCS so the warrant may be quashed (removed from ACIC/NCIC).

19.2.1. If the CCM is assigned is unavailable, any other CCM may provide authorization. A response should be received from the CCM as soon as possible and no later than close of business the same day.

19.3. A CCS shall approve or deny each request within one working day of receipt. Denied requests shall be returned to the CCO.

Warrant Service

20.0 The designated Community Corrections staff, Correctional Officer IIs assigned to the Community Corrections Bureau and the institutional COIIs shall serve the Warrant of Arrest within 10 (ten) working days of return to ADC custody and ensure the offender is provided a full copy of the Warrant of Arrest to include the Proof of Warrant Service.

20.1. If an offender is in custody in a local jail, the warrant with a Proof of Warrant Service, shall be served within 10 (ten) working days of receipt, unless extenuating circumstances exist; which shall be documented in the OMS chrono notes. If the offender is not able to be served due to court appearances, medical reasons, etc., the warrant shall be served within 10

(ten) working day of being advised that the offender is available for service.

21.0 The designated Community Corrections staff or Correctional Officer II, assigned to Community Corrections shall scan and attach the completed Proof of Warrant Service into the warrant system:

21.1. For ISC offenders: WSHU shall provide the probable cause hearing results to the supervising CCO and ISC Supervisor within 5 business days of the hearing. The CCO shall submit the findings to the sending state within one working day by attaching to the current appropriate electronic means available within ICOTS.

21.1.1. In instances when ICOTS is not accessible to the assigned CCO for submission of the findings, the Arizona ISC Supervisor shall be notified and subsequently provide the results to the sending state via electronic means.

22.0 Community Corrections staff may complete warrant service on offenders who are returned directly to a Department institution by fax or other electronic authorized means. Designated staff may fax the entire warrant along with the Warrant Service Request (Attachment P) to the institution Offender Information Unit. The CCS or designee shall track the warrant to ensure it is returned within five (5) working days and has been served correctly. Upon receipt of the served warrant, the CCS or designee shall scan and attach the completed Proof of Warrant Service into the warrant system:

Warrant Services/Hearings Unit (WSHU) Processing

23.0 Upon receipt of a warrant for absconds/escapes, or as requested by a CCS or CCM, the WSHU shall oversee the entry into ACIC/NCIC.

24.0 When the WSHU receives a copy of the served warrant for an offender on Parole, Work Furlough or Home Arrest, or TIS subject to BOEC revocation, WSHU staff shall notify the BOEC to arrange a preliminary/probable cause and/or revocation/rescission hearing and forward the warrant to the BOEC within 30 calendar days from the date the offender is returned to ADC custody. For offenders on TIS release who request a Probable Cause Hearing, the served warrant shall be forwarded to the BOEC within 7 calendar days for processing by the BOEC. All completed/served warrants shall be forwarded to the BOEC a minimum of one time per week for scheduling by the BOEC.

24.1. For offenders temporarily housed at ASPC-Phoenix Alhambra: Upon verification that the offender has been transferred from Alhambra intake to their assigned ADC facility, WSHU shall forward the completed/served warrants to the BOEC for scheduling.

25.0 When the WSHU receives a copy of an Administrative Release Warrant after service and the offender has not waived the revocation hearing, WSHU staff shall notify the Hearings Unit staff to schedule a revocation hearing to ensure due process occurs in a timely manner. If the warrant service page indicates the offender waived the revocation hearing, the offender will be reclassified to inmate status by appropriate Department staff, which will have been provided with copies of the warrant documents.

Interstate Compact Warrants

26.0 Within 3 (three) working days of a Department jail hold on an ISC offender, the completed ISC Violation Report (VR) shall be submitted to the AZ-ISC Unit. The Warrant of Arrest shall be submitted to the WSHU within 3 (three) working days of the Department jail hold.

26.1. The AZ-ISC Unit shall submit the VR to the sending state within 1 (one) working day of receipt.

26.2. Upon receipt of the VR, the AZ ISC Deputy Compact Administrator (DCA) or designee shall submit an email request to WSHU within 1 (one) working day requesting the ISC Probable Cause Hearing Notification/Waiver form and the admission and Waiver form.

26.3. The AZ-ISC Unit shall provide their offender file to WSHU upon submission of the above email notification.

26.4. The WSHU shall provide the required hearing forms to the assigned CCO, CCO SR, CCS and copy the AZ-ISC DCA within 2 (two) working days for service to the offender. If extenuating circumstances exist that delay processing within the required timeframe, documentation of the facts shall be completed in the AIMS DT08 99 screen.

26.5. The ISC Probable Cause Hearing Notification/Waiver form and the Admission and Waiver form shall be served to the offender and returned to WSHU within 2 (two) working days. The offender shall be provided a copy of the VR and non-privileged, non-confidential exhibits

26.6. Upon receipt of the ISC Probable Cause Hearing Notification/Waiver form indicating the offender has requested a probable cause hearing, the WSHU shall conduct the scheduled hearing and provide the results to the CCO, CCO SR, CCS and the AZ ISC CCS via email within 5 (five) working days.

26.7. Upon receipt of the signed Hearing Notification/Waiver form indicating the offender has requested a probable cause hearing, the WSHU shall conduct the scheduled hearing and provide the results to the CCO, CCO Sr., CCS, and the AZ-ISC DCA via email within 5 working days.

27.0 Upon receipt of probable cause hearing results, the ISC unit shall ensure ICAOS Rules for retaking or reinstatement are adhered to per ICAOS rules.

28.0 The ISC Unit shall maintain the original violation file.

29.0 Within 1 (one) working day of notification of the Probable Cause hearing results or Waiver, the assigned CCO shall notify the sending state of the hearing results via ICOTS.

29.1. When probable cause is found and the offender is subject to retaking, the assigned CCO shall track the custody status of the offender. A case Closure Notice (CCN) shall be submitted via ICOTS after the offender is retaken by the sending state. If a CCN had previously been submitted, the CCO shall send an email notification to the AZ-ISC Supervisor or designee advising that the offender has been retaken.

30.0 The sending state shall lodge a warrant and hold upon a finding of probable cause or upon apprehension of an absconder.

31.0 If no action has been taken to retake the offender within ICAOS rules time frames, the ISC unit shall call the sending states Compact Administrator to determine that state's intentions.

32.0 The ISC Deputy Compact Administrator shall determine the final disposition regarding the violation, or the closing of interest in an ISC case.

Amending Warrants

33.0 If after a Warrant of Arrest has been issued and served on an offender and the CCO obtains information in support of additional or different violations of Conditions, the CCO may amend the Warrant of Arrest, as follows:

33.1. The office CCS will contact the WSHU and request the warrant be returned to the supervising officer through the warrant system. The warrant system will automatically generate an "A" behind each of the warrant numbers on every page of the warrant.

33.2. The Request for Warrant violation narrative shall contain all of the new information specific to all of the violation(s) on the amended warrant.

33.3. All applicable exhibits in support of the violation(s) shall be scanned into the warrant system and attached to all of the warrant copies.

33.4. An amended warrant replaces the original warrant and must be re-served, with the supervising officer shall ensure there is an "A" behind each of the warrant numbers on every page of the warrant.

33.5. After review by WSHU, any warrant requiring correction by the originating office shall be returned to the WSHU with appropriate corrections within **five** (5) working days of receipt.

33.5.1. The new Proof of Warrant Service shall be scanned into the warrant system within three (3) working days of receipt from the institution or warrant service authority.

Tracking Offenders through the Revocation/Confinement Process

34.0 The supervising officer shall initiate a tracking process to monitor offenders who are in any type of confinement, to include ISC offenders.

- 35.0 CCOs shall communicate new and/or updated information about an in-custody offender with the WSHU Hearings Officers.
- 36.0 At a minimum of twice monthly, the WSHU will provide a BOEC agenda to all Community Corrections Staff.
- 37.0 The BOEC agenda shall be disseminated by WSHU in order to notify the supervising officer of the date of the offender's assigned revocation hearing before the BOEC. In addition, the CCO shall be notified if Status of Charges (SOC) are needed and if their participation either telephonically or in person is requested or required.
- 38.0 If SOC's are requested for a particular hearing, the date that this information is to be received by WSHU shall be clearly indicated on the BOEC agenda.
- 39.0 CCOs shall provide SOC's by the due date requested by WSHU. Exceptions to this requirement shall be justified in writing and with the approval of the CCS and CCM.
- 40.0 In the event the assigned officer is requested to be available telephonically to participate in a BOEC hearing, the CCO shall make every effort to be available for that hearing. If in the event telephonic participation is not possible because of RDOs or leave time, the CCO shall advise their assigned CCS of the situation so that an alternate officer is briefed and available for the hearing.
- 41.0 In the event the assigned officer is required to appear in person before the BOEC to represent their warrant of arrest, appropriate attire shall be in accordance with DO 503 and this Technical Manual 1003.37. In addition, the officer shall remain professional at all times while interacting with the public and the BOEC members. The officer shall adhere to the BOEC adopted rule of order.

1003.28 PLACEMENT AND REMOVAL OF DEPARTMENT JAIL HOLDS; ACIC/NCIC ENTRIES

Department Jail Holds

- 1.0 The CCO shall notify the WSHU via phone or email when the CCO authorizes placement of a Department jail hold.
- 2.0 CCO shall contact the WSHU to request the release of a Department jail hold. Jail holds shall be released only by the WSHU staff during regular working day hours.
 - 2.1. The CCO shall forward a request to release a Department jail hold to the WSHU and shall include the full name, inmate number, date of birth and booking number of the offender, and the name of the staff member initiating the request. The CCO shall complete the AIMS DT08 RV entry stating an ADC release hold has been requested from the WSHU.
 - 2.2. The WSHU shall release all ADC jail holds by ACJIS teletype or via fax upon Time Computation's verification once jailed offender has reached the CSED. The WSHU shall fax release hold forms to Central Office Communications for all offenders who reach their CSED on a weekend or holiday. Central Office Communications shall teletype the release hold and forward a copy to the WSHU. The WSHU shall update the AIMS DT08 RV and DI43 with the offender's CSED indicating completion of Community Supervision.
- 3.0 A CCO, CCS or CCM shall authorize placement of a Department jail hold on any arrested offender known to be an absconder or escapee from active supervision or who is believed to be the subject of a new felony arrest.
- 4.0 A CCO, CCS or CCM may authorize placement of a Department jail hold on any offender who is believed to be the subject of a new misdemeanor arrest involving violence and/or crimes against children, or whose actions have resulted in contact with a law enforcement agency, per the following criteria:
 - 4.1. When there is reasonable cause to believe that the offender will abscond if released from custody or that the continued presence of the offender in the community would present a danger to the offender, to another person, or to property;
 - 4.2. After evaluating past criminal history, propensity for violence, and current community programming to determine reasonable cause to place a Department jail hold.
- 5.0 The CCO/WSHU staff shall enter each change of status on AIMS DP02 per the area of responsibility. The Chronological Log in OMS shall be updated by the CCO as soon as possible after becoming aware of an arrest of an offender on their caseload.
- 6.0 CCS or designee shall monitor the daily arrest list and AIMS DP11 to identify the return of absconders to caseloads supervised by their office.

ACIC/NCIC

- 7.0 The WSHU shall enter into the ACIC system the name and relevant data of any offender who is a subject of a Department Warrant of Arrest and who is not in custody.
 - 7.1. The WSHU may make entries into ACIC and/or NCIC to facilitate the retaking of fugitives from active supervision.
 - 7.2. The WSHU shall assign a Department warrant number prior to the ACIC and/or NCIC entry being made. The Bureau staff shall provide warrant numbers to Central Communications to utilize when making an ACIC and/or NCIC entry.
 - 7.3. NCIC entries shall not be made on Interstate offenders unless a determination is made by the CCS that the continued presence of the offender in the community poses an immediate threat to the safety of the public. NCIC entries made per this section shall be made under the ACJIS "Temporary Want" designator code and shall automatically be canceled after 48 hours. Extensions shall be approved by the CCM.
 - 7.4. The WSHU, upon apprehension of the fugitive, will clear the ACIC/NCIC.
- 8.0 The WSHU shall enter in the ACIC/NCIC system the name and relevant data of any offender who is the subject of a Department Warrant of Arrest and who is believed to be an out-of-state fugitive under supervision of the CCB.

- 8.1. The WSHU shall not make NCIC entries on offenders who are supervised under the ISC for adult offenders.
- 9.0 The WSHU staff shall complete a time stop chrono for any Arizona offender on absconder or escape status who is entered into ACIC and/or NCIC.
- 10.0 The WSHU staff shall complete AIMS DT03 and DT08 RV on any offender for whom an ACIC and/or NCIC entry has been made.
- 11.0 WSHU staff shall complete a daily arrest list for distribution to all Community Corrections staff. The BOEC shall be included in the daily distribution.

1003.29 COOPERATION WITH LAW ENFORCEMENT/USE OF INFORMANTS

- 1.0 CCB staff shall communicate and interact with law enforcement officials in a courteous and professional manner while performing duties.
- 2.0 CCB staff shall provide information to law enforcement officials per section 1003.4.
- 3.0 CCB staff shall not act as an agent for any law enforcement agency.
- 4.0 CCB staff shall not permit offenders under supervision to act as an informant for any law enforcement agency without the written permission of the Director or designee.
- 5.0 At the request of a Law Enforcement Agency to have an offender act as informant, the following shall apply:
 - 5.1. The unit CC Supervisor or Manager shall submit a written request on behalf of the requesting agency to include the nature of the request along with pertinent information about the offender.
 - 5.2. The written request shall be submitted as a Departmental Information Report, to include IR number obtained from Central Office Communications Center.
 - 5.3. The completed Information Report shall be submitted to the Community Corrections Operations Director within one working day.
 - 5.4. The CC Ops Director shall forward the IR along with any supplemental information to the Inspector General for review.
 - 5.5. The Inspector General shall advise Community Corrections of the authorized course of action.

1003.30 FILES OF SUPERVISED OFFENDERS - ARIZONA CASES

- 1.0 Community Corrections case files are established per Department Order #901.
- 2.0 The CCO shall establish a case file for each offender under active community supervision. The CCS shall designate a secure area in which the file is maintained. All files shall remain within the Community Corrections office.
 - 2.1. The CCO shall place the pre-release packet on the right-hand side of the file. Any documentation generated from the pre-release investigation until the termination of supervision, shall be placed in chronological order on the left-hand side of the file, the most recently dated documents at the top. Law enforcement agency reports shall not be maintained in the file due to third party dissemination. A file divider or metal fastener may be utilized to separate documents designated to be forwarded per 4.0.
- 3.0 Case files shall include, as applicable, but are not limited to, the following information:
 - 3.1. Pre-Release Authorization
 - 3.2. Signed copy of Conditions of Supervision, effective with the current supervising officer
 - 3.3. Request for Professional and Outside Services
 - 3.4. Travel Permits, if applicable
 - 3.5. Sex Offender Registration Form
 - 3.6. Attendance Reports from community service providers (excluding confidential treatment information)
 - 3.7. Release of Information Waiver
 - 3.8. Staff Reports
 - 3.9. All Positive Substance Abuse test results
 - 3.10. BOEC reports
 - 3.11. Restitution Letter

Case Terminations: Completion of Supervision and Revocations

- 4.0 Case Closeout Packets shall be forwarded to the Central Office Offender Services Bureau, Offender Information Unit, within 30 calendar days after termination.
 - 4.1. When community supervision is terminated due to maximum Expiration of Sentence (SED), Earned Release Credit Date (ERCD), or Community Supervision End Date (CSED), the CCO shall forward the completed Case Closeout Packet to the CCS or designee for review/tracking within 20 calendar days. The CCS/designee shall complete any required action and forward the completed closeout packet to Office Offender Services Bureau, Offender Information Unit within 10 calendar days.
 - 4.2. The Case Closeout Packet shall include:
 - 4.2.1. The designated or original documents of all case file documentation in section 3.0.
 - 4.2.2. Most current Facesheet with the photograph of offender
 - 4.2.3. Chronological Notes printed from OMS that reflect from the first date of the current supervision term. Exclude prior supervision terms.

4.2.4. Copy of the Judgment Creditor form, completed.

- 4.3. The CCO shall two-hole punch all case file documentation and bind with a metal fastener to forward the case file documentation packet.
 - 4.4. The CCO shall terminate the case on the designated AIMS (DP02) screen within one work day of the completion of Community Supervision.
 - 4.5. The CCO shall print a copy of the designated AIMS screen, (DT08) verify the correct expiration date and attach the copy of the AIMS screen to the packet prior to forwarding the case file documentation.
- 5.0 When community supervision is terminated due to a revocation of release, the CCO shall print the designated AIMS (DI67) screen for BOEC action, attach to the case file and forward all case file documentation as outlined in 4.0 of this section.

Case Suspensions: Absconders

- 6.0 When active supervision is SUSPENDED due to an offender's absconding, the CCS shall designate a secure location in the Community Corrections Office for the case file.
- 6.1. After the offender's apprehension and revocation, file documentation shall be forwarded per section 5.0.
 - 6.2. If reinstated to supervision, the supervising CCO shall resume supervision of offender.

Case Termination: Death of Offender – Active Supervision and Absconders

- 7.0 Death of ACTIVE SUPERVISION offender: When supervision of an active case is terminated due to an offender's death, the CCO shall obtain verification documentation (death certificate), complete the designated AIMS screen (DP02) entry and forward all case file documentation to the CCS or designee for processing.
- 8.0 The CCS or designee shall forward case file documentation to Central Office Offender Information Unit for filing and completion of designated AIMS (DI43) entry.
- 9.0 DEATH OF ABSCONDER: When case is terminated due to ABSCONDER's death, the CCO shall obtain verification documentation (certified death certificate), complete the designated AIMS (DP02) entry and forward with all case file documentation per 4.0 of this section to the CCS for processing. Terminations shall be completed within one workday of receipt of death certificate.
- 9.1. The CCS shall log terminated case and forward death certificate to WSHU for ACJIS action. Case documentation shall be forwarded to Central Office Offender Records Unit for closure.
 - 9.2. Upon receipt of death certificate from the CCS, the designated WSHU staff shall complete ACJIS action, complete designated AIMS (DI43) entry, attach the death certificate to the absconder warrant and forward to Central Office Offender Information Unit, as per section 1003.8.
- 10.0 The CCO shall terminate all cases on the designated AIMS screen (DP02) within one working day of receipt of documents verifying the offender's death. Death verifications shall be in form of Death Certificate (preferred) or the Social Security Death Index.
- 11.0 The CCO shall include the offender name and inmate number on all documentation sent to the Offender Information Unit.

1003.31 FILES OF SUPERVISED OFFENDERS - INTERSTATE COMPACT CASES

- 1.0 ISC case files are established per Department Order #901.
- 2.0 Upon receipt of an ISC transfer request packet from a sending state, the ISC Unit shall log the investigation into the tracking system within ISC.
- 3.0 The ISC unit shall send the ISC transfer request packet to the investigating CC office via ICOTS. If CC staff recommends acceptance of supervision and the ISC office approves, both the ISC unit and the CCO shall establish a case file.
- 4.0 Staff shall place the documents from ICOTS supplied by the sending state on the right side of both the ISC Unit case file and CC case file. All subsequent documentation received from the sending state shall be filed chronologically on the right side.
- 5.0 Staff shall place all documents generated by the ADC staff or any other Arizona agency on the left side of the ISC Unit case file and CC case file, chronologically. Law enforcement agency reports shall not be maintained in the file due to third party disseminations.
- 6.0 ISC and CCO case files shall include, **as applicable**, but are not limited to, the following information:
 - 6.1. ICOTS Transfer Request and Transfer Request Reply.
 - 6.2. Signed copy of Conditions of Supervision
 - 6.3. Notice of Departure
 - 6.4. Notice of Arrival
 - 6.5. Program Referrals and Reports
 - 6.6. Travel Permits
 - 6.7. Sex Offender Registration Documents
 - 6.8. Current photograph of offender
- 7.0 The CCO shall forward the following reports to the ISC Unit for inclusion in the ISC Unit case file while the case is under active supervision:
 - 7.1. Copies of any original documents received directly from the sending state.
- 8.0 Upon receipt of a sending state's certificate or notification of discharge or expiration of sentence from the supervision end date noted in ICOTS the CCO shall complete the following:
 - 8.1. Deliver or mail a copy of the discharge to the offender, if applicable.
 - 8.2. Complete a Case Closure Notice upon the discharge or expiration date noted in ICOTS.
 - 8.2.1 If an offender absconds from supervision, a Case Closure Notice and Violation Report shall be completed.
 - 8.3. Forward the case file within one working day of the completion of the Case Closure Notice to the ISC unit with all field file documents.
 - 8.4. Complete the AIMS DP02 entry.
- 9.0 The ISC Office shall complete the following:
 - 9.1. Enter the closing information on AIMS DT08 99 screen.

10.0 Community Corrections staff shall complete all ICOTS documents utilizing the guidelines of Interstate Commission for Adult Offender Supervision rules (ICAOS).

1003.32 ABSOLUTE DISCHARGE

- 1.0 Per Department Order #1002, upon successful termination of the term of supervision, the CCO shall advise the offender to request an Absolute Discharge on or after the Sentence Expiration date (SED) and/or Community Supervision Expiration Date (CSED), from the ADOC, Offender Services Bureau.
 - 1.1. The CCO may provide the Absolute Discharge Information in writing (Attachment Q).
- 2.0 When an offender has been sentenced to the Department, for an offense committed prior to January 1, 1994, and the offender has also been sentenced to a term of probation, which is longer than the time period between the offender's Earned Release Credit Date (ERCD) and SED, the CCO shall request an Absolute Discharge for the offender.
 - 2.1. The CCO shall forward a Request for Absolute Discharge to the Offender Services Bureau, 30 calendar days prior to the ERC (Attachment R).
 - 2.2. In Maricopa County, the CCO shall provide the offender written reporting instructions to the Maricopa County probation officer.

1003.33 USE OF TELEPHONES

- 1.0 CCB staff shall comply with Department Order #104 in the use of telephone communications.
- 2.0 When CCB staff does not have access to long distance service in their offices, the staff may route long distance calls through the Capital Operator, outside of area code 602, using 1-800-352-8400; or, inside area code 602, using 542-1282.
- 3.0 CCB staff shall not accept a collect phone call unless the call is a legal call directly related to Bureau activities.
- 4.0 When applicable, the CCS shall ensure that each CCO is instructed in the proper use and maintenance of a cellular telephone.
- 5.0 CCB staff shall not use a cellular telephone for out-of-state phone calls.
- 6.0 CCB staff shall maintain the cellular telephone in a secure location when not in use.
- 7.0 When applicable, the CCM or designee shall ensure Bureau staff maintains a log to record any personal long distance phone calls or personal cellular telephone calls and reimburses the Department monthly for the cost of making the calls.

1003.34 OFFICE SUPPLIES FORMS/EQUIPMENT INVENTORY

Office Supplies, Forms and Equipment

- 1.0 The designated CCB staff shall complete the appropriate Office Supply and Equipment Requests via email format and forward to CCS for approval. The CCS shall forward an approved request to designated CCB staff for processing by the Business Office.
- 2.0 Supervisors shall designate a staff person responsible for ordering and maintaining office supplies and forms. The designee shall ensure that supplies are ordered in a timely manner, prior to the depletion of supplies, to ensure the Staff has the necessary items to complete their duties.

Inventory

- 3.0 Per Department Order #304, CCB staff shall complete Receipt of State Property Form 304-2PF, when issued any state property.
 - 3.1. The CCS shall complete the Receipt of State Property form for all property used in common areas of the office.
 - 3.2. Upon notifying the manager, the CCS shall notify the designated Offender Operations Business Office staff when inventory and non-inventory office equipment needs to be transferred or disposed. The designated Business Office staff will complete the proper paperwork and make arrangements for disposal.
- 4.0 Upon notifying the manager, the CCS shall ensure the Property Loss Report form RM 013, is completed immediately upon notification of loss. The CCS shall fax the completed loss report to the designated Offender Operations Business Office staff and submit the original report within 48 hours.

Notebook/Laptop Computers/Air Cards

- 5.0 Laptop Computers and Air Cards shall be issued and tracked by the position number by the designated Community Corrections IT staff . All CC staff assigned a laptop and/or Air Card is responsible for its safe keeping, (including excessive jarring or heat exposure).
- 6.0 If a CC Staff person is transferred to another work location, the CC IT Personnel shall be notified of the changes. The assignment of the laptop and Air Card may change accordingly.

1003.35 FIRE SAFETY

- 1.0 Per Department Order #404, the field CCSs shall designate an Office Fire Safety Specialist and shall ensure the Safety Specialist has reviewed Department Order #404.
 - 1.1 The CCS shall ensure the Safety Specialist has posted the fire evacuation route(s).
 - 1.2 The CCS shall ensure the Safety Specialist maintains the fire extinguishers, including the required inspections.
 - 1.3 The CCS shall ensure the DOA Property Loss Report is completed immediately upon notification of loss and faxed to the Bureau Administrative Services Officer and the appropriate CCM.

1003.36 VEHICLES/VEHICLE MAINTENANCE

- 1.0 Per Department Order #405, the CCS or designee shall establish a file for each vehicle and shall ensure maintenance is completed, as required.
 - 1.1 CCB staff shall utilize the credit card assigned to each individual vehicle for fuel on that vehicle only. If the automobile is transferred within the Division, all documents including the credit card will be transferred with that vehicle. If the vehicle requires surplus, the keys, credit card and plates, where applicable, shall be returned to the Fiscal Service Specialist.
 - 1.2 All maintenance and repairs shall be approved and scheduled by the Fiscal Service Specialist.
 - 1.3 The CCS or designee shall ensure the assigned credit card and vehicle keys are maintained in a secure area when the vehicle is not in use.
 - 1.4 Community Corrections Staff shall ensure each vehicle is locked when not in use. Steering lock devices shall be used if equipped.
- 2.0 The CCS shall ensure each vehicle has an accident packet located in the vehicle to include the Automobile Loss Report, RM011 and shall ensure the Loss Report is completed immediately upon notification of damage and faxed to the designated staff. The original report should reach the Fiscal Service staff within 48 hours of accident (Attachment T).
 - 2.1 CCS or designee staff shall obtain 3 (three) written estimates for vehicle repair and submit these estimates to the Fiscal Service staff for approval of repairs.
 - 2.2 CCB staff shall contact the Fiscal Service Specialist or designee, to obtain the authorized vendor for vehicle window/glass repair prior to obtaining this repair and shall submit all original invoices within 48 hours, to the Fiscal Service Specialist.
- 3.0 CCS will designate a Vehicle Service Coordinator for their location and advise the Community Corrections Fleet liaison of the staff member's name.
 - 3.1 The Vehicle Service Coordinator in each office shall ensure that the monthly vehicle operating report reaches the Community Corrections Fleet liaison by the 5th day of the following month.
 - 3.2 The monthly vehicle report shall distinguish the exact cost of oil changes, and repairs when provided. These items shall not be sent as a combined total.
 - 3.3 Maintenance and repairs shall be coordinated by the CCS/designee, CC Fleet liaison and the Fiscal Service Specialist or designee.
 - 3.4 Routine maintenance shall be conducted on a regular basis according to the specifications required by the vehicle owner's manual. Safety inspections shall be conducted according to the monthly schedule required by Department Order 405.
 - 3.5 When utilizing a private vehicle for state travel, prior to forwarding the Travel Claim Form GAO0503-E, the CCS shall check all claims for accuracy and the original shall be forwarded to the Fiscal Service Specialist.
 - 3.6 The CCS shall ensure that motel/hotel receipts, which are attached to the Travel Claim, have been signed by the claimant.
 - 3.7 Each office shall maintain a monthly Vehicle Check Out Log (Attachment DD). All staff shall complete the designated vehicle check out log prior to use and upon completion of use. The Vehicle Check Out Log shall be maintained indefinitely.
 - 3.8 Vehicles checked out by CCB Staff shall be returned each night, unless pre-authorized for long-term check-out. All vehicle keys and respective vehicle key tins shall not be held at desks or office locations without the prior express knowledge and approval of the Vehicle Service Coordinator.
 - 3.8.1 Any overnight and/or long-term parking/check out of state vehicles at off-site locations requires prior written authorization by the CC Operations Director.

- 3.8.2. For offices/officers which have been authorized overnight/long-term check-out (e.g: regional offices, specialized units). The monthly Vehicle Check Out Log shall reflect the staff/vehicle checked out/assigned for the long term use.

1003.37 WORK SCHEDULE/OFFICE COVERAGE/SECURITY/PROFESSIONALISM AND DRESS

- 1.0 The Metropolitan CCSs shall complete a master work schedule for their assigned Metro Offices or units to ensure there will be a duty officer present during the hours of 8:00 a.m. to 5:00 p.m., Monday through Friday (ARS 38-401, Office Hours for State Offices).
- 1.1. The duty CCO shall ensure the reception/lobby area is staffed at all times.
- 1.2. CCOs shall advise/notify the supervisor and duty CCO of any emergency or potentially dangerous situation.
- 2.0 At the end of each workday, each CCO shall ensure the following equipment and items are secured:
- All AIMS, personal computers, and notebook computers
 - All file cabinets
 - All casebooks, files, and other confidential information
 - All vehicle credit cards, vehicle keys, and office keys
 - All cameras and cellular telephones
 - All windows and doors
- 3.0 CCSs and Administrators shall obtain a written office work schedule for each staff member under their supervision and approve the schedules prior to posting.
- 4.0 The CCSs shall provide their work schedules, in writing, for themselves and the staff they supervise, to the appropriate CCM and include all schedule changes as they occur.
- 4.1. A CCS and/or CCO SR or designee shall be on duty in each Metropolitan Community Corrections Office Monday-Friday, during normal business hours (8AM-5PM), unless approved by a CCM.
- 5.0 CCB staff shall obtain prior approval from their supervisor before working unscheduled hours (deviating from their approved work schedule, per DO 512). Over-time must be pre-approved by the CC Operations Director or designee.
- 6.0 CCB staff may work alternative work schedules upon prior CCS written approval.
- 7.0 Each CCO shall submit an itinerary to the CCS (post in shared K-Drive) daily prior to leaving the Community Corrections Office and include the name, address and phone number for each destination and estimated time of return. The CCS shall maintain Daily Itineraries for no less than 90 calendar days (Attachment U).
- 7.1. When a CCO is working in the field or is telecommuting, the CCO shall telephone the designated Community Corrections office contact person every (2) two hours.
- 8.0 When CCO, CCO SR, CCS is working in the field after regular business hours (after 5 pm, weekends, holidays) the following procedures shall be followed (refer to Attachment CC, *CCB After Hours/Weekend Field Work*):
- 8.1.1. Complete an itinerary per 7.0, and provide the itinerary during regular business hours prior to the field schedule (post in shared K-Drive). If working on the weekend and/or holiday, the itinerary shall be provided on the last working day of the previous week.
- 8.1.2. Call Central Communications at the beginning of the after hours shift, providing the CCO's name(s), cell phone number(s), assigned Community Corrections unit and expected end of shift.
- 8.1.2.1. Central Communications shall complete the *CCB After Hours/Weekend Field Work* weekly sheet (Attachment CC).
- 8.1.3. For **after hours/weekend work only**: Call Central Communications every 2 hours for a Safety Check.
- 8.1.4. The CCO shall call Central Communications at the end of the shift to notify completion of shift.
- 8.1.4.1. If a CCO fails to notify of end of shift, Central Communications will contact the CCO for a safety check 30 minutes after the expected end of shift.

8.1.4.2. If Central Communications is unable to reach the CCO within 1 (one) hour past expected end of shift, the on-duty CCM shall be contacted.

8.1.4.3. The CCM shall proceed as deemed necessary.

9.0 Building security procedures for the Metro Phoenix Community Corrections office shall be adhered to, in accordance with *Attachment AE (801 Building Security)*.

Professionalism and Dress

10.0 Community Corrections personnel shall comply with DO 503, Employee Grooming and Dress for Non-Uniformed Personnel. Attire shall be in good taste, clean, pressed and in good repair. Clothing that is excessively worn, faded, damaged, dirty or stained, including deliberate damage or factory faded, is not considered appropriate.

10.1. Professional Business Attire shall be worn, per DO 503.02.1.2 for the following:

10.1.1. Attending a BOEC Hearing

10.1.2. Appearing in Court

10.1.3. When representing Community Corrections or ADC to an outside agency

10.1.4. When directed to dress accordingly per the CC Operations Director

10.2. Office/Work Location Attire shall comply with Business Casual standards per DO 503.02.1.3.

10.2.1. Considered less formal, however still professional in nature.

10.2.2. Dress slacks, twill pants, “khakis” or Docker style pants, with a belt.

10.2.3. Dress shirts (short or long sleeve), Camp shirts, Polo shirts (short or long sleeve), other collared shirts, turtle neck shirts. Other dress shirts may be considered appropriate by the fabric or styling.

10.2.3.1. Ties are not required; shirts must be tucked in if they are designed in that fashion. (flat bottom Camp shirts are not required to be tucked in, for example)

10.2.3.2. Dress shoes, casual dress shoes, boots or other like styles may be worn. Exceptions to footwear are delineated in DO 503.

10.3. Field Attire – in the Community. In addition to attire listed in 9.2, CCOs may wear the following:

10.3.1. Pants may be BDU style (appropriately worn), Cargo Pants or Jeans. This is limited to “field work” where the officer’s day consists of 6 or more hours “in the field” rather than “in the office”.

10.3.2. Shirts shall be collared as above in 9.2. Jackets, sweaters or other cold weather cover may be used when appropriate.

10.3.3. Boots, Casual Shoes or Athletic shoes

10.4. Attire which is not acceptable is listed in DO 503.02.1.3.

10.5. Denim or Jeans (regardless of the color) may be worn on “Blue Jean Friday”, when accompanied by the \$1 donation to the CC Employee Fund, per DO 503.02.1.4.1.

10.5.1. The CC Employee Fund is established in accordance with D.O. 303.

10.6. Hats are permitted for outdoor wear only as Protection from the elements. Hats shall not be worn indoors.

- 10.6.1. Hats shall be free of emblems, logos or other advertisements.
- 10.6.2. Exceptions to this section may be authorized by the CC Operations Director on a case by case basis.
 - 10.6.2.1. Requests in writing shall be submitted by the requesting staff or by the staff person's supervisor.
- 10.7. Issued Handcuffs and OC Aerosol Spray shall be worn as part of the attire for CCOs, CCO SRs and CC Supervisors that have direct, regular, and daily contact with offenders.

1003.38 REVIEW/AUDIT

Pre-Release Packet Review

- 1.0 The CCS may complete a *Pre-Release Packet Review* or an ISC packet (Attachment V).
- 2.0 When a Packet Review is completed, the CCS or designee shall fill in all applicable information, then sign and date the form.
- 3.0 When a Packet Review is completed, the CCO shall read, initial, and date the Packet Review.

Initial Intake Review Audit

- 4.0 The CCO shall submit all intake documentation, including the Packet Review to the CCS, within five working days of completing an initial intake.
- 5.0 The CCS or designee shall review the intake documents to ensure all documents are completed per section 1003.5.
- 6.0 The CCS or designee shall instruct the CCO to correct any incomplete documentation and shall approve the OMS Facesheet, completing a Chrono entry indicating the audit was completed.
 - 6.1. Any required corrections shall be completed and submitted for final review audit within 5 working days.

Community Corrections Supervisor Review

- 7.0 The CCS shall complete an annual review of the caseload supervised by each CCO.
 - 7.1. The CCS shall document any instruction necessary to ensure compliance with Technical Manual 1003-T-CC.
 - 7.2. The CCS shall make an entry in the Chrono log in OMS indicating the review was completed.
- 8.0 A CC Operations Director or Manager may direct that a caseload audit, any case or portion of a case be completed at any time.
- 9.0 The CCS shall brief a CCM and complete an audit review of any case in which an offender has been involved in criminal activity, resulting in death or life threatening injury to one or more persons, a sexual offense or any high profile case. The CCO and supervisor shall continue to provide written information to the CCM until the case has been fully documented.

Community Corrections Manager Audits

- 10.0 The designated CCM or designee shall develop a schedule to ensure that 25 percent of each Community Corrections Officer's caseload is audited annually by a Manager's team. A Manager may request 25 percent or more to be audited when deficiencies are found.
 - 10.1. Each CCS shall be available to complete the team audits as scheduled.
 - 10.2. The CCMs team shall accurately and fully complete the Caseload Audit form with each CCO and discuss the audit documentation with the CCO, or the CCS, when applicable (Attachment W).
 - 10.3. Upon discovery of significant discrepancies, the Case File Audit form (AttachmentW-1) may be utilized to achieve a thorough audit. This may be used upon discretion of the CCS at any time.
 - 10.4. The Chrono Notes in OMS shall be documented that an audit was completed and may include details of the audit.
- 11.0 Within 10 working days of a completed team audit, the CCS, in the Community Corrections Office which was audited, shall forward a written summary and the audit documentation to the designated CCM.

Community Corrections Office Operations Audit

- 12.0 The CCM shall conduct an annual audit of each CC office.
- 13.0 The designated CCM shall accurately and fully complete the audit documentation.
- 14.0 Within 10 working days of a completed audit, the designated CCM shall discuss the audit documentation with the CCS and shall submit the audit documentation through the chain of command.

Community Corrections Support Units Audit

- 15.0 A CCM shall conduct an annual audit of the Interstate Compact Unit, the Sex Offender Coordinator Unit, Release Unit, Pre-Release Investigation/Intake Unit and the Warrant Services and Hearings Unit.
- 15.1 Within 10 working days of a completed audit, the CCM shall discuss the audit documentation with the unit supervisor and shall submit the audit documentation through the chain of command.

Bureau Audits – Inspector General (IG) Oversight

- 16.0 Community Corrections Bureau staff shall comply with IG initiated audits. All CCB staff shall provide response within designated timeframe and through the designated Data Collection Instrument (DCI), per ADC-IG instruction.

1003.39 REVIEW OF WRITTEN INSTRUCTIONS

- 1.0 Per Department Order #101, the CCS shall ensure Written Instruction Circulation Sheet is disseminated for new, revised and/or rescinded Director's Instruction, Department Order, and/or Tech Manual Instruction (Attachment X).
- 2.0 The CCS may review or explain written instructions in a Community Corrections Office staff meeting.
- 3.0 All staff will be held accountable to read and understand Department Orders, Director's Instructions, and the CCB Technical Manual. It is the responsibility of all staff to ask their supervisor/administrator questions to clarify any section or specific instructions, in order to understand the meaning of the instruction and what behavior is expected.

1003.40 WEAPONS AND USE OF FORCE

- 1.0 Staff assigned to Community Corrections in the Community Corrections Officer (CCO) series and CCAs may be authorized to carry a Department-issued firearm upon completion of the Request for Arming (form 1003-27p), successful completion of the psychological test, the firearms qualification training and range qualification. Appropriately trained Staff members shall be issued a Department firearm with ammunition. All correctional series staff members shall be certified in the Departmental Approved Conductive Electronic Weapon (CEW) "TASER". CCOs may be issued a Departmental Approved CEW (Taser) for in-office or field duty.
- 2.0 The CCO shall complete section I, on the Request for Arming – Community Corrections (Form 1003-27P). The CCO shall provide the Authorization Request to the Community Corrections Supervisor (CCS) who shall forward it to the designated Community Corrections Manager/Operations Director. A newly assigned CCO shall not initiate the request-to-arm process until after successful completion of the CCO Academy. Although CCOs are exempt from CCW requirements, per statute, if the CCO already has a permit to carry a concealed firearm (CCW) issued per A.R.S. 13-3112, the CCO shall attach a copy of the CCW permit to the formal request.
- 3.0 If the CCO has a permit to carry a concealed firearm (CCW) issued per A.R.S. 13-3112, the CCO shall attach a copy of the CCW permit to the formal request.
 - 3.1. The CC Operations Director or designee shall forward the completed form 1003-27P to the designated Employee Relations Unit staff. The CC Operations Director or designee shall coordinate the scheduling of the psychological examination with the Employee Relations Unit and shall advise the CCO of the scheduled examination.
 - 3.2. After receiving the Form 1003-27P back from the Employee Relations Unit, with signatory certification that the CCO meets the psychological standards, the CCM or designee shall coordinate the firearms qualification training with the designated Firearms Instructor. The CCM or designee shall forward the Approved Form to the designated Firearms Instructor and shall advise the CCO of the scheduled training per Department Order #510.
 - 3.3. After receiving the completed training certification back from the Firearms Instructor, the CC Operations Director or designee shall maintain the Arming Training Record.
 - 3.4. Upon successful completion of firearms training and qualification, the Operations Director shall authorize the issuance of the firearm and equipment and advise the CCO. The Operations Director or designee shall maintain a centralized file for completed authorizations.
 - 3.5. Upon failure to successfully complete any portion of the requirements for arming, the applicant may be eligible to re-apply 6 (six) months from the date of ineligibility determination.
- 4.0 The Operations Director or designee shall issue each CCO authorized to carry a firearm: a firearm, ammunition, a gun locking device, a holster, a magazine holster, gender specific bullet-resistant body armor, identification vest, and the chemical agent, per Department Order #1003.
 - 4.1. Only those weapons/equipment that have been approved by the ADC Director for Department-wide use or for use only by designated jurisdictions of the department shall be issued/assigned to authorized CC staff or carried/used by authorized CC staff while on duty. Staff shall not carry/use any personal weapon/equipment during the course of any agency duties, with exception of written pre-authorization by the ADC Director.
 - 4.2. CC staff assigned to facilities or work locations where inmates/offenders are located, or those involved in the supervision of inmates/offenders in the community, shall not carry or use any privately owned weaponry/equipment while on duty, with exception of written pre-authorization by the ADC Director.
 - 4.3. Bullet-resistant body armor that is purchased for both armed and unarmed CCB staff, shall meet US Department of Justice (DOJ) National Institute of Justice (NIJ) standard 0101.04 and shall be a minimum of a type IIIA bullet-resistant body armor and be fitted to each CCO.
 - 4.3.1. All Correctional Series Staff shall be issued the bullet-resistant body armor, OC Aerosol Spray and Handcuffs. OC Aerosol Spray and Handcuffs shall be worn at all times as part of the daily attire for staff that have regular and daily contact with offenders.
 - 4.4. Bullet-resistant body armor that is damaged by use or normal wear-and-tear shall be replaced following standard purchasing practices. Bullet-resistant body armor shall be replaced after the listed manufacture's service life cycle has expired, not to exceed six years from date of purchase.
 - 4.5. Identification vest shall consist of black nylon with elastic straps located in front, on the sides and on the pockets. The vest shall have COMMUNITY CORRECTIONS or PAROLE boldly printed in gold, with large lettering on the back and with the department issued Badge prominently displayed at the front of the vest or worn on the waistband in compliance with DO 503. The Department gold star badge patch shall be sewn on the front left breast area of the vest. The vest may be

incorporated into the Bullet-resistant body armor carrier when possible.

- 4.6. The CCO shall complete the State Property Receipt/Return Form 304-2PF, exclusively listing all firearm equipment, their CCO badge number and carrying cases. The CCO shall take this Receipt with them when reassigned to another work unit in the Division.
- 5.0 The CCS or CC Armorer shall assign a firearms security container or desk lock box to each CCO to whom a firearm is issued. The CCS or CC Armorer shall issue a container key to the CCO and shall maintain a duplicate key in a secure lockbox. The CCS or CC Armorer shall maintain the lockbox key and shall provide the key to the Senior CCO only in the supervisor's absence. The CC Operations Director or designee shall approve any exception to this key control if required.
 - 5.1. In accordance with DO 510.1.5.4, upon entering a state building, the armed CCO shall immediately secure the weapon and associated ammunition in the assigned lockbox or designated weapons storage site.
 - 5.2. The CCO shall maintain the key to the lockbox on their person at all times. Keys are never to be left unattended.
- 6.0 The ability for specified corrections employees to carry a concealed weapon pursuant to A.R.S 13-3102 is derived exclusively from their employment with the Department. In accordance with DO 510, Regional Operations Directors, Wardens, Deputy Wardens, Corrections Officers and Community Corrections Officers, as enumerated in A.R.S 13-3102, are exempt from the statutory prohibition against carrying a concealed weapon.
 - 6.1. CCOs who choose to carry a concealed weapon in accordance with DO 1003 do so under authority of A.R.S 13-3102 and shall be appropriately qualified per DO 510 and DO 1003. Permission to carry a concealed weapon is limited to those areas as dictated by Statute.
 - 6.2. Armed CCOs may carry the Department issued concealed firearm and OC spray at all times while on duty, except per Department Order #1003. Armed CCOs shall carry the State issues ID card, Weapons Qualification Card and State issued Badge at all times when carrying a Department issued firearm.
 - 6.3. The wearing of bullet-resistant body armor protective vests is optional, except when completing field arrests and/or when searching an offender's residence, at which time the bullet-resistant body armor vest must be worn.
 - 6.4. CCOs may carry the Department issued firearm while off duty. CCOs may also choose to wear the bullet-resistant body armor protective vest while off duty.
 - 6.5. CCOs may use the Department issued firearm for practice firing off duty. CCOs shall purchase their own targets and ammunition, as authorized in Department Order #510.
- 7.0 CCOs shall be responsible for maintaining the firearm in a safe and serviceable condition, per DO 510.
- 8.0 An armed CCO may disarm by submitting a memo through the chain of command stating the request. The weapon and ammunition shall be turned in to the designated CC Armorer who shall annotate the Property Issue form with the date that the weapon and ammunition were relinquished.
 - 8.1. The staff member may retain the bullet-resistant body armor vest and the chemical agent.
 - 8.2. All Department weapon carrying devices (holsters) shall be turned in to the CC Armorer at the same time the weapon is relinquished.
 - 8.3. The CC Armorer shall annotate the changes on the officer's property inventory sheet.
- 9.0 CCOs who have relinquished their weapon may reapply to be armed by submitting a memorandum to the CCM; who shall forward it through the chain of command.
 - 9.1. If a staff member voluntarily relinquished their weapon within six months of Firearms qualification, the member shall be evaluated on their ability to disassemble/re-assemble the weapon and their proficiency in malfunction testing.
 - 9.1.1. The CCM shall make a recommendation to the Community Corrections Operations Director on the reissuing of the weapon to the staff member, based upon the evaluation. The Community Corrections Operations Director shall approve or deny the recommendation.
 - 9.1.2. If the request is approved and the staff member completed Firearms training over six months previously, the staff member must complete the entire course of Firearms training with the exception of the psychological exam.
 - 9.2. The Community Corrections Operations Director may require a Staff member to relinquish their weapon for cause.
 - 9.2.1. The staff member shall lose the arming privilege for at least a period of one year from the date the weapon was relinquished.
 - 9.2.2. The staff member may grieve the revocation in accordance with Department Order #500, Employee Grievances.
 - 9.2.3. The staff member may submit Form 1003-27P to the Operations Director at the conclusion of the one year

- 9.2.4. If approved, the staff member shall complete the entire course of Firearms training and may be required to undergo another psychological examination.

CEW Taser

- 10.0 Only CC Staff who are trained and certified by Training Bureau staff are authorized to carry and deploy the CEW Taser. Taser operators shall receive training and recertify annually.
- 10.1. The only authorized neuro-muscular incapacitation device to be utilized by CC Staff is the CEW Taser. Taser holsters shall be worn on the support side, (opposite of the primary handgun).
- 10.2. Definition: CEW Taser- An electronic stun device considered a non-deadly tactic in the Use of Force Continuum. The device utilizes propelled wires to conduct electrical energy which overrides a subject's central nervous system, temporarily incapacitating the subject.
- 10.3. If available, an authorized, trained and certified CC staff may sign out an CEW Taser for use as personal protection while in the field, conducting field contacts, searches or field arrests. A designated log shall be utilized for accountability.
- 11.0 Considerations for Deployment of the CEW Taser:
- 11.1. The CCO may use the Taser when it is objectively reasonable, within the Use of Force Continuum, based on the totality of the circumstances known to the staff, on subjects displaying active aggressive behavior or who are placing agency staff, a third party, or the subject themselves, in reasonable risk of imminent physical injury.
- 11.2. The CC Staff should consider the following circumstances prior to use of the CEW Taser:
- 11.2.1. Level of threat posed by the subject
- 11.2.2. Severity and ability of the subject to commit an act of violence
- 11.2.3. History, or pattern of escalating violent behavior
- 11.2.4. ADC currently uses a nitrogen propellant OC spray, (Saber Red), however, CC Staff must be aware and use caution in incidents involving other jurisdictions which might be using an alcohol based OC spray which could result in the spontaneous combustion of the subject.
- 11.3. The CC Staff shall NOT use a Taser for any of the following reasons:
- 11.3.1. Coercion of any type.
- 11.3.2. Against subjects who are solely running from CC Staff.
- 11.3.3. Against a subject who would be in danger of falling from a significant height.
- 11.3.4. When subjects who are near flammable liquids or gases.
- 11.3.5. Displaying the Taser in a reckless manner with intent to intimidate.
- 11.3.6. Escorting or "prodding" the subject, or for punishment.
- 11.3.7. Using the device in an attempt to awaken an unconscious or intoxicated subject.
- 11.3.8. Using the device on a subject operating a motor vehicle.
- 11.3.9. Using the device on a subject who is holding a firearm when their finger is on the trigger.
- 11.3.10. Using the device on any subject who is handcuffed and resisting or refusing to enter a transport vehicle, a secured holding room, or holding onto any items as a means to be non-compliant while staff are attempting to escort them to another area.
- 11.3.11. CC Staff shall avoid the use of a Taser device against the following subjects, unless staff can articulate other reasonable use of force options were attempted, or their use was reasonably considered to be unsuccessful:
- 11.3.11.1. Female subject either known to be pregnant or who are visibly pregnant.
- 11.3.11.2. Elderly or infirm subjects, young children or subjects with a low body mass index.
- 11.3.11.3. Offenders who have been placed in restraints.
- 11.3.11.4. Subjects on an elevated platform (fall from elevated height may cause serious injury).
- 11.4. The following should be considered prior to using the device on subjects located in water:

11.4.1. If the offender is in an area containing a significant body or amount of water that may cause the subject to drown or hinder other staff that are assisting in the subject's apprehension.

11.4.2. Deep water may reduce the available target area.

11.5. CC Staff who are requested to provide Taser demonstrations to groups/organizations shall first obtain written approval from their CC Administrator.

11.6. CC Staff shall not display the Taser in any reckless or careless manner.

11.7. CC Staff are not to remove the Cartridge to deliver a Drive Stun in lieu of a deployment.

11.8. CEW TASER protocol for In-Office Arrests:

11.8.1. While conducting an in office arrest, officers armed with a CEW TASER shall be in the Defensive Ready posture: In this position, the officer's hand shall be engaged with the CEW TASER while in the holster. The officer may have the CEW Taser at the "low ready" as deemed appropriate.

11.8.2. If the holster is equipped with a hood and snap retention; the snap shall be unsnapped and the hood shall be down for quick release.

11.8.3. If the holster is equipped with a push button retention release, the officer's hand shall be engaged with the CEW TASER and finger is ready on the retention release button. This position allows for a quick draw and response for CEW TASER deployment in the event the situation escalates.

11.8.4. All other situations where CEW TASER would be displayed shall be considered a spontaneous use of the CEW TASER to control a threat and all other uses of force options shall be considered.

12.0 For Tactical Reasons, when deploying the Taser, CC Staff shall:

12.1. Communicate with other CC Staff upon arrival at the scene.

12.2. Ensure that responding staff are issued assignments, (i.e.) upper restraints, lower restraints, removing non-essential or non CC staff from the area).

12.3. Announce deployment when possible, by verbal statements or commands to prevent contagious fire, (multiple firings by other responding staff).

12.4. Deploy the Taser for one 5-second cycle, evaluate the subject's response, and if feasible, allow the staff assigned to apply restraints to the subject during this Window of Opportunity.

12.5. Make subsequent application if control of the subject is not achieved with an additional 5-second cycle.

12.6. Drive Stun(s) may be used to achieve compliance with directives or to maintain officer or public safety until additional resources or assistance arrives. Reasonable time must be allowed between drive stuns to allow for compliance.

12.7. Use extended cycles if necessary to control a combative subject, as determined by the CC Staff.

12.7.1. The circumstances regarding that decision shall be fully explained in the Use of Force Report.

12.7.2. There is no pre-determined limit to the number of cycles that may be administered to the subject.

12.7.3. The CC Staff should only apply the number of cycles reasonably necessary to safely approach and restrain the subject.

12.8. Consider another Use of Force Continuum option if the Taser is ineffective or fails to deploy.

13.0 Range of Taser and Target Areas for probe deployment or drive stun:

13.1. The CEW Taser may be deployed at pointblank range to a maximum range of 21 feet, with a preferred optimal range of from 7 feet to 15 feet.

13.2. Center mass of the subject's back.

13.3. Either side of the body

13.4. Front of the body, just above the belt-line, avoiding the chest and groin areas, if possible, if other areas are not available.

13.5. Drive Stun: Muscle or nerve points on the front, back, side, legs and arms are best.

13.6. Areas of: Head, Neck, and Groin shall be considered NON-TARGET areas and should be avoided.

14.0 After Deployment of Probes, CC Staff shall:

14.1. If evidence collection is necessary:

- 14.1.1. Place the probes points first into the sides of the wire slots, careful not to destroy or disrupt the remaining wire in the cartridge. The probes are to remain attached to the wires, unless medical personnel require the breaking of the wires.

- 14.1.1.1. If lead wires must be broken, leave approximately 3 feet of wire attached to the probes.

- 14.1.2. Place the cartridge, probes, all wires (still attached) and some identification AFIDS in a plastic container, evidence bag or paper bag.

- 14.1.3. Place the container in a plastic evidence bag marked with biohazard stickers and impounded as evidence.

- 14.1.4. Include the spent cartridge serial number.

14.2. If there is no evidentiary value to the cartridge and probes, the following procedure shall be followed:

- 14.2.1. Place the probes backwards in the spent cartridge and cover with a biohazard sticker.

- 14.2.2. Place the cartridge in a sharps/biohazard container.

15.0 Medical Treatment – Paramedics shall be requested for the following:

- 15.1. If the probes penetrate the skin, or if the probes penetrate the clothing and the cycle is effective.

- 15.2. If multiple drive stun applications are required.

- 15.3. Prior to the paramedics care, CC Staff should remove the probes from the subject while wearing latex/nitride gloves. CC staff shall NOT remove probes from the subject's eyes, face, throat or groin.

- 15.4. As soon as possible and within 24 hours, take a picture of the probe site after removal.

- 15.5. If a Drive Stun is performed, take a picture of the Drive Stun Location(s) and signature marks.

- 15.6. ANY medical complications shall be reported to the paramedics.

- 15.7. A CCS shall be notified and respond to the scene.

16.0 Use of the CEW Taser on Animals:

- 16.1. CC Staff may deploy the CEW Taser to incapacitate dangerous animals posing an immediate threat to officers or the public.

- 16.2. Officers should consider containment of the animal and request assistance from Rabies and Animal Control.

- 16.3. The same procedures for impounding after deployment on a human shall be followed in a deployment on an animal.

17.0 General Information: Storage, Tracking, Inspections

- 17.1. Each office shall maintain a log on each Department issued Taser which shall contain the following:

- 17.1.1. The model number

- 17.1.2. Serial number of the Taser

- 17.1.3. Name of the CC Staff to whom it was assigned

- 17.1.4. Serial numbers of the cartridges assigned to each officer

- 17.1.5. The reason a new cartridge was issued, (training, defective, or use of force incident).

- 17.2. Officers shall inspect their Taser for damages to insure all parts are present prior to the start of shift. If damaged or missing parts are found, it shall be noted in the Taser log, and reported to the designated staff or Armorer.

- 17.3. Officers shall test their Department issued CEW Taser at the beginning of each shift in order to test the operability of the Unit as follows.

- 17.3.1. Place the CEW Taser in the "weak" hand, pointed in an upward, safe direction.

- 17.3.1.1. Observe that the CEW Taser is "unloaded" (cartridge removed).

- 17.3.1.2. Place the safety switch in the up (Armed) position.

- 17.3.1.3. Conduct the spark test by depressing the trigger for 1/19 of a second, visually and audibly inspect the arc. If the CEW does not function properly, turn it into the designated person for repair or replacement.

- 17.3.1.4. Place the CEW Taser in SAFE mode, place the CEW in "strong" hand, tactically load a cartridge and holster the CEW.

- 17.3.1.5. The CEW Taser shall be stored in a designated and locked location, in an “unloaded” condition (cartridge removed).
- 17.4. Officers shall check the DPM power level to ensure it is within the designated power range.
- 17.5. The Taser internal clock shall not be tampered with and must remain at the factory set Greenwich Mean Time, (GMT).
- 17.6. The DPM shall remain in the CEW Taser at all times. If replacement is needed, the maximum amount of time the DPM may be out of the CEW Taser is 4 minutes.
- 17.7. The CEW Taser shall be submitted to the Authorized/Designated/Trained Staff or Armorer for download and clock reset on a quarterly basis.
- 18.0 In accordance with ADC DO 804, the following reports need to be completed by CC Staff involved in a CEW Taser deployment:
 - 18.1. Use of Force/Incident Management Report #804-2
 - 18.2. Use of Force Checklist Report #804-4
 - 18.3. Taser User Report #804-5
 - 18.4. Significant Incident Report #105-3
- 19.0 The loss or theft of departmentally issued/authorized firearms/duty firearms, CEW Taser or related equipment shall be immediately reported to the responsible employee’s supervisor, and through the supervisor to the Community Corrections Operations Director. A report shall be made to the local law enforcement agencies with jurisdiction of the location of the loss or theft. A written SIR shall be completed and submitted to Central Communications.
- 20.0 An SIR shall be submitted by an Armed staff person:
 - 20.1. Any time the firearm is drawn from the holster in instances other than training or storage.
 - 20.2. Any time the CEW (Taser) is drawn and pointed at another person in a defensive manner to gain compliance with directives or deployed.

1003.41 BUS PASSES

- 1.0 CCOs may issue daily bus passes to offenders with a history of substance abuse if the offenders do not have a permanent residence, employment, or have justified financial needs. Appropriate use of bus passes is to provide transportation to attend: substance abuse counseling, follow-up and testing, additional supportive services, job search or employment.
 - 1.1. CCOs shall assess the transportation and support needs of offenders during office contact.
- 2.0 The CCS or designee shall distribute the bus passes to CCOs for offenders as needed.
 - 1.2. CCOs shall make reasonable efforts to ensure that offenders comply with allowable bus pass use.
- 3.0 The CCS shall request bus passes as needed and when available, from the designated source. Request for passes shall be made via e-mail or phone one business day prior to pickup. Bus passes may be obtained by any designee of the CCS.
- 4.0 Availability of Bus Passes is dependant upon funding. When not available through ADC, the CCO may refer the offender to other resources for bus passes, utilizing the above criteria.

1003.42 STATISTICS

1.0 Every Community Corrections Office and Support Unit shall submit daily and monthly statistical reports as designated and upon special request from administration.

1.1. Daily Statistics (Daily Count)

1.1.1. Each Supervisor, Senior Officer or designee shall ensure that the designated AIMS screen (DP12) is correctly completed for each offender under Community Supervision. The effective date of the most current entry must be the same or after the latest gain date on the AIMS Gain/Loss History Screen (DP02).

1.1.2. Daily count shall capture the following data:

1.1.2.1. Total number of offenders under supervision, both active and inactive including specific totals of each supervision level.

1.1.2.2. Homeless Offenders

1.1.2.3. Total Parolees (prior to TIS, 1994)

1.1.2.4. Total Sex Offenders

1.1.2.5. Total Homeless Sex Offenders

1.1.2.6. Total Offenders on Interstate Compact from other states being supervised in Arizona

1.1.2.7. Total Interstate Compact Offenders under supervision outside of Arizona

1.1.2.8. Total Home Arrest Offenders

1.1.2.9. Total Offenders on GPS Monitoring

1.1.2.10. Total reports to CPS for observations as Mandated Reporters per 1003.10.6.0 of this TM.

1.1.3. Information not electronically captured shall be submitted manually by the Supervisor or designee.

1.1.4. The designated staff person will compile the daily counts, reconcile differences and submit a final count report to the Accountability Office at Central Office no later than the designated time each work day.

1.1.4.1. The final count report will contain the date, Number of Offenders: On Home Arrest, ISC in Arizona, Parolees, and Community Supervision (absent ISC in/out of AZ, detainees, absconders, parolees, Home Arrests) and number of reports to Child Protective Services for the day (Mandated Reporters, per DO 1003).

1.1.4.2. The designated staff person is responsible for maintaining the form used for reporting the data.

1.2. Monthly Statistics

1.2.1. Each Supervisor or designee shall assemble data from the supervised caseloads, investigations and warrants to complete the monthly statistics on the designated form. Completion of the statistics shall be completed by the date specified by the designated staff person, but no later than the 9th day of the month for the prior month's statistics.

1.2.2. Each Officer shall track and report their caseload information to their Supervisor or Senior Officer, as directed and by the date designated by the Supervisor. Information will include:

1.2.2.1. Beginning number of cases for the month, all opened cases, all closed cases, all warrants issued and types, all investigations, all restitution paid and the number of offenders that submitted payments, all successful completions of supervision, total offenders employed, total offenders

in treatment, Transition Program information.

1.2.2.2. Additionally, each Officer shall report caseload information obtained from the designated AIMS batch report.

1.2.2.2.1. Offender gender, supervision level and release type

1.2.2.3. Each Officer shall also report any additional information that is required on the designated form, or any other information that may be requested at any time.

1.2.3. The designated staff person shall maintain the designated electronic form, reconcile discrepancies as they are reported and submit the final Statistics to the Community Corrections Operations Director or designee on or before the 10th day of the month for the prior month's statistics.

1.2.4. The designated staff person shall create and maintain graphical depictions of the Monthly Statistics as required by the Community Corrections Operations Director or designee.

1.3. Special Statistics

1.3.1. An Officer, Supervisor, Office Unit, Operational Unit, Zip Code, Regional Area or Bureau may be requested to report specific data. The statistical data shall be provided by the person requested, through their Supervisor or Community Corrections Operations Director as required.

1003.43 VICTIM NOTIFICATION/VICTIM CONTACT REQUIREMENTS

- 1.0 Upon any dialogue with an individual that identifies themselves as the victim of an ADC offender, the Community Corrections staff member shall document the contact in OMS, to include caller's stated identity, contact information and content of call. Information regarding Community Supervision offenders may only be disseminated in accordance with departmental disclosure policies: DO 901, Inmate Records Information and Court Action; DO 201, Legal Services-Information Release; DO 526, Victim Services Office.
 - 1.1 The caller may be referred to the ADC-Victim Services Unit when deemed appropriate.
 - 1.2 The caller may be referred to the ADC Legal Services Unit-Public Access Section, per DO 201, when deemed appropriate.
 - 1.3 Staff may make notification to the ADC-Constituent Services Unit when deemed appropriate.
- 2.0 Community Corrections Bureau staff shall provide information to the following ADC units upon request: ADC-Victim Services Unit azvictims@azcorrections.gov, Legal Services Unit, Constituent Services Unit.
- 3.0 In the event of an offender's absconding or death while serving Community Supervision, any notifications to victims shall be completed by the ADC-Victims Services Unit.

1003.44 EMPLOYEE TRAINING

- 1.0 All employees new to the Community Corrections Bureau shall successfully complete probationary training respective to the designated area of responsibility.
- 2.0 CC Supervisors and designated CC Training Officers shall ensure that all new CCOs satisfactorily complete CC Bureau required training within the initial six (6) months of completing the Community Corrections Academy training.
 - 2.1.1 The CC Training Officer shall liaise with each CCS to track the new employee training progress.
 - 2.1.2 If any training challenges are identified, the CCS and Training Officer shall properly coordinate additional training and assistance.
 - 2.1.3 If the CCO does not successfully complete all requirements of the CCO Training Checklist (*Attachment GG*) within the initial 6 months of CC Academy completion, the CCS shall submit a staff report to their CC Manager and copy the CC Training Officer detailing the unsatisfactory work requirements.
- 3.0 All Community Corrections Bureau staff shall complete agency CORE training and designated training specific to agency and Bureau training mandates.
 - 3.1 All staff shall be required to successfully complete Agency mandated CORE Competency testing.

Absconder - An offender who is under Community Supervision and fails to report as directed, actively avoids supervision, or changes residence, resulting in their whereabouts being unknown

ADC to Probation – also known as SB1053, per A.R.S. 13-603(K). This provision allows for the waiving of Community Supervision by the sentencing judge when a term of Probation will exceed the term of Community supervision. This eliminates dual Supervision. (Parole/Probation) Some “ADC to Probation” offenders also qualify for the legislative Transition Program; which may allow for a discretionary early release. In these cases, the offender may be released up to 90 days prior to the ERCD; which shall be supervised by ADC until the ERCD, then be reverted to the Probation Department.

Amending a Warrant - Any change made to a warrant after the warrant has been served to the offender which necessitates reissuing the warrant with a new date and requires re-service to the offender.

Community Accountability Program (CAP)- An ADC program available to Community Supervision offenders who have a history of substance abuse and whose conduct demonstrates a need for additional treatment and oversight as part of an intermediate sanction response to violations of supervised conditions and/or offenders who pose a high risk to recidivate. CAP is funded by the state Spirit Tax and delivered through contracted services to provide cognitive behaviorally based counseling and/or electronic monitoring services to released offenders. Formerly a Legislative program (expired as of July 2012), ADC has since adopted the program with established internal eligibility criteria.

Community Corrections Centers (CCC) – CCC facilities offer structure, supervision, surveillance, drug/alcohol education and treatment opportunities to eligible offenders who have given voluntarily consent to participate in a CCC program. The target populations include offenders who have violated one or more of their conditions of release and/or who have been identified as being a high risk to recidivate, but pose a low threat to the community and/or require temporary emergency housing. Populations served at the Centers include offenders requiring (1) general day reporting, (2) interventions/sanctions, (3) intensive substance abuse treatment with residency and (4) emergency shelter services, to include homeless sex offenders. Existing evidence based programs targeting these populations have proven successful in reducing recidivism rates and subsequently improved outcomes with the offender re-entry effort. Offenders that meet established program eligibility requirements and are amenable to participate will be assessed for the appropriate program and required to participate in and complete designated programs/treatment and residential requirements.

Canceling a Warrant – Removal of a warrant that has NOT been entered into the ACJIS NCIC/ACIC system.

Case Files - A file maintained by a CCO to include Department records which provide an account of events pertaining to an offender/inmate. Examples include, but are not limited to, psychologists' service records, education records, and a CCO's case notes.

Changing a Warrant - Any changes to the warrant after it is written and/or signed by the supervisor, yet before it is served to the offender.

Curfew Violation - An unauthorized departure from, or failure to return to, the inmate's authorized residence under electronic monitoring.

Community Corrections Manager's Team - A team developed for the purpose of auditing CCO case files of offenders. The team is organized and directed by the CCM and is composed of the supervisors assigned to that specific manager.

Duty Officer - A designated CCO who is responsible for staffing the Community Corrections office between 8 am and 5 p.m., and responding to offender supervision issues in the absence of the assigned CCO.

Due Process - Designated timeframes for completion of the warrant/in-custody process. *Morrissey vs. Brewer* and *Gagnon vs. Scarpelli* are primary Supreme Court cases which demonstrate the legal due process requirements within the administrative process.

Electronic Monitoring (EM)- Surveillance consisting of an electronic device attached to a person, allowing whereabouts to be monitored. In general, devices locate themselves using GPS and report their position back to a control center. Electronic Monitoring and GPS are interchangeable terms used throughout this manual.

Emergency Warrant – A warrant that has been issued for an offender, regardless of supervision level, that is deemed necessary by the CCS as an immediate threat to public safety or themselves and is given priority to be entered into ACJIS immediately.

Evidence Based Practices - A progressive, organizational use of direct, current scientific evidence to guide and inform efficient and effective correctional services. Programs and practices that are based on the scientifically sound research revealing what programs or specific services effectively reduce problems or behaviors (criminality and recidivism).

Global Positioning System (GPS) - A global navigation satellite system (GNSS) that provides location and time information, anywhere on the Earth, where there is an unobstructed line of sight to four or more GPS satellites. Electronic Monitoring and GPS are interchangeable terms used throughout this manual.

Immediate Action Warrant – A warrant that has been issued for offender who has been assessed as maximum or intensive supervision level and fails to report by designated date or as directed for contact with the CCO.

Quashing a Warrant – Removal of warrant from ACJIS NCIC/ACIC that requires CCS and CCM authorization.

Regular Work days - Monday through Friday, 8:00 a.m. to 5:00 p.m. except holidays.

Residential Community Behavior Modification Program (ARS 42-3106) – A Legislative funded community-based residential treatment program for Community Supervision offenders who demonstrate substance abuse relapse. Program is facilitated by contracted providers (i.e. COMPASS, House of Acceptance).

Significant Alarms - Those alarms which indicate an offender on Home Arrest may remain unmonitored without authorization in excess of four hours.

Staffing - A formal discussion held between a CCO and a CCS about an offender's progress, violations, circumstance, situation, job, or any aspect of the offender's supervision which may affect the offender's liberty, residence or approved activity. Staffings produce definitive decisions which determine what action or inaction will be taken related to an offender's compliance with Conditions of supervision and the effect of such on public safety or the safety of the offender or ADC staff. If the information identified is unclear, is unusual or complex, the CCS shall hold a staffing with the CCM. The CCM may elevate the discussion through his or her chain of command, as appropriate. Staffings must be documented in the chronological log in OMS by both the CCO and the CCS either at the time of the staffing or as soon as reasonably possible thereafter.

Technical Violation - A violation of one or more Conditions of Supervision.

Transition Program (ARS 31-281) – A Legislative release program, formerly known as SB1291/2298/1093. The program is funded by a percentage of the state Spirit tax and mandatory inmate wage contributions. This allows eligible inmates to receive a temporary release up to 90 days prior to the ERC for purposes of attending treatment and Reentry programs facilitated by a contracted service provider.

Teaching Offenders To Live program (TOTL) (ARS 41-1609.06)- A Legislative pre-release program developed as a component of the CAPP program in which eligible inmates receive prison-based treatment and relapse prevention services. Eligible inmates shall participate during the period of time following the inmate's return to custody for violation of their conditions of supervised release and prior to the BOEC revocation hearing.

Search - An examination of a person's body, property, or other area that the person would reasonably be expected to consider as private, conducted by a CCO for the purpose of finding evidence of a violation(s) of conditions of supervision.

Violent Convictions – ARS 13-901.03, that involved the unlawful exertion of physical force with the intent to cause injury or physical harm to a person; OR an offense in which a person has incurred direct or threatened physical or psychological harm as defined by the criminal code of the state in which the crime occurred; OR the use of a deadly weapon in the commission of a crime; OR any sex offense requiring registration.

ACRONYMS and ABBREVIATIONS

ACIC	-	ARIZONA CRIMINAL INFORMATION CENTER
ACJIS	-	ARIZONA CRIMINAL JUSTICE INFORMATION SYSTEM
ADOA	-	ARIZONA DEPARTMENT OF ADMINISTRATION
BOEC	-	BOARD OF EXECUTIVE CLEMENCY
CAP	-	COMMUNITY ACCOUNTABILITY PROGRAM
CC	-	COMMUNITY CORRECTIONS
CCA	-	COMMUNITY CORRECTIONS ADMINISTRATOR
CCB	-	COMMUNITY CORRECTIONS BUREAU
CCC	-	COMMUNITY CORRECTIONS CENTER
CCM	-	COMMUNITY CORRECTIONS MANAGER
CCO	-	COMMUNITY CORRECTIONS OFFICER
CCO SR	-	COMMUNITY CORRECTIONS OFFICER SENIOR
CCS	-	COMMUNITY CORRECTIONS SUPERVISOR
CEW	-	CONDUCTIVE ELECTRONIC WEAPON
COS	-	COST OF SUPERVISION
CPSR	-	CONVICTED PERSON SUPERVISED RELEASE
CS	-	COMMUNITY SUPERVISION
CSBD	-	COMMUNITY SUPERVISION BEGIN DATE
CSED	-	COMMUNITY SUPERVISION END DATE
DMS	-	DISCHARGE MANAGEMENT SYSTEM
EM	-	ELECTRONIC MONITORING
ERCD	-	EARNED RELEASE CREDIT DATE
FROST	-	FIELD REASSESSMENT OFFENDER SCREENING TOOL
FAU	-	FUGITIVE APREHENSION UNIT
GPS	-	GLOBAL POSITIONING SYSTEM
ICAOS	-	INTERSTATE COMPACT FOR ADULT OFFENDER SUPERVISION
ICOTS	-	INTERSTATE COMPACT OFFENDER TRACKING SYSTEM
ISC	-	INTERSTATE COMPACT
NCIC	-	NATIONAL CRIMINAL INFORMATION CENTER
OIU	-	OFFENDER INFORMATION UNIT
OMS	-	OFFENDER MANAGEMENT SYSTEM
PPE	-	PERSONAL PROTECTION EQUIPMENT
RBHA	-	REGIONAL BEHAVIORAL HEALTH ADMIN ISTRATION
SAT	-	SUBSTANCE ABUSE TESTING
SED	-	SENTENCE EXPIRATION DATE
SOC	-	STATUS OF CHARGES
SOCU	-	SEX OFFENDER COORDINATION UNIT
SRCCC	-	SOUTHERN REGION COMMUNITY CORRECTIONS CENTER
STG	-	SECURITY THREAT GROUP
SVP	-	SEXUALLY VIOLENT PERSONS
TIS	-	TRUTH IN SENTENCING
WSHU	-	WARRANT SERVICE/HEARINGS UNIT

ATTACHMENTS

Attachment A	-	Pre-Release Investigation Assignment Log (sample)
Attachment B	-	Letter to Proposed Sponsor
Attachment C	-	Reporting Instructions
Attachment D	-	Verification of Incarceration Dates
Attachment E	-	Sign-In Log (sample)
Attachment F	-	Transfer Log (sample)
Attachment G	-	Restitution Information
Attachment H	-	Job Search Log (sample)
Attachment I	-	Behavioral Health Services - Cool Program Referral
Attachment I-1	-	Notification of Change - Cool Program
Attachment J	-	12-Step, Support Group Attendance
Attachment K	-	Violation Intervention/Sanction Guidelines
Attachment L	-	Hearing Witness Notification
Attachment M	-	In Office Arrest Notification
Attachment N	-	Warrant Log (sample)
Attachment O	-	Reporting Instructions/Notice of Violation
Attachment P	-	Warrant Service Request
Attachment Q	-	Absolute Discharge Information
Attachment R	-	Request for Absolute Discharge
Attachment S	-	G/V Level Grid
Attachment T	-	Automobile Loss Report (ADOA form #RM011): http://www.azrisk.state.az.us
Attachment U	-	Daily Itinerary (sample)
Attachment V	-	Pre-Release Packet Review (sample)
Attachment W	-	Caseload Audit
Attachment W-1	-	Case File Audit
Attachment X	-	Written Instructions Circulation Sheet (sample)
Attachment Y	-	Monthly Firearm Maintenance Record
Attachment Z	-	GPS Intake Procedures
Attachment AA	-	After-Hours Pro-Tech Monitoring Protocol
Attachment AB	-	Pro-Techs WMTD Complete Reference Guide
Attachment AC	-	Judgment Creditor Form
Attachment AC-1	-	County Clerks (Judgment Creditor)
Attachment AD	-	CAP Eligibility Screening Form
Attachment BB	-	Victim Contact Tracking Log
Attachment CC	-	CCB After Hours/Weekend Field Work
Attachment DD	-	Vehicle Check Out Log
Attachment EE	-	Community Corrections Center Referral
Attachment FF	-	Community Corrections Center Voluntary Participation
Attachment GG	-	Community Corrections Officer Training Checklist

FORMS LIST:

1003-1PF	Community Supervision Facesheet (OMS)
1003-2PF	Chronological Log (OMS)
1003-3PF	Consent to Placement
1003-4P	Community Placement Investigation Interview
1003-5PF	Staff Report
1003-6P	Pre-Release Investigation Report and Release Authorization
1003-9P	Request for Professional and Outside Services
1003-10P	Financial Statement
105-3P	Significant Incident Report
1004-1P	Request for Inmate Placement and Hold
121-1	Criminal History Information Request
1003-12	Request for Warrant (OMS)
1003-13PF	Warrant of Arrest/Case Supervision Summary (OMS)
1003-14PF	Progress Report for Parole Board Hearing
1104-2P	Authorization to Release Medical Information (Parole Use)
1002-3	Conditions of Supervision
1002-3A	Medical Marijuana – Law Order/Directive
1002-3SPCL	Conditions of Supervision – Special Conditions
1002-3SO	Conditions of Supervision – Sex Offender Conditions
1002-3GPS	Conditions of Supervision – Global Positioning System
1003-15P	Home Arrest Authorization and Conditions of Supervision
1003-16P	Out of State Travel Permit/Waiver of Extradition
1001-1P	Sex Offender Registration/Notification Requirement (ADC)
1003-25PF	Consent to Placement for Convicted Sex Offenders Subject to Statutory/Regulatory Notification
1003-17PF	Offender Report Form
1003-20P	Proof of Warrant Service
1003-26PF	Request for Disposition Hearing
1003-27	Request for Arming – Community Corrections
1001-2	Pre-Release Information Sheet
1004-8	Interstate Compact Request for Probable Cause Hearing Worksheet

ICOTS Forms - for all forms below please refer to website: www.interstatecompact.org

Action Request
Case Closure Notice
Notice of Arrival
Notice of Departure
Offender Application for Interstate Compact Transfer
Offender Violation Report
Progress Report
Reply to Transfer Request
Request for Reporting Instructions
Response to Violation Report
Transfer Request

FROST - Field Reassessment Offender Screening Tool (OMS)